



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

**CASE NO. CC2022-05-006**

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jill Gilles  
7565 Foster Ridge Rd  
Memphis, TN 38138

**Re:** 4023 S. Ocean Blvd Highland Beach Fl, 33487 (PCN: 24-43-47-04-00-005-0080)

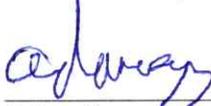
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, November 9, 2022, at 1:00 P.M.**, regarding observed earth removal east of CCCL 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 26<sup>th</sup> day of October 2022.

  
\_\_\_\_\_  
Adam Osowsky  
Code Compliance Officer

Certified Mail: 7021 1970 0002 3024 4921

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

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

## **ZOOM PARTICIPATION:**

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

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

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

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

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## **PROVIDING PUBLIC COMMENT:**

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

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

- To submit public comments, click on the link <https://mmportal6.teamunicode.com//> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.

- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

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

7021 1970 0002 3024 4709

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**OFFICIAL USE**

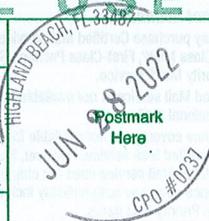
Certified Mail Fee	
\$	3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.05
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage	
\$	.58

<b>Total Postage and Fees</b>	
\$	7.38

Sent To	Jill Gilles
Street and Apt. No., or P.O. Box	7565 Foster Ridge Rd
City, State, ZIP+4®	Memphis, TN 38138
	CC2022-05-006

PS Form 3800, April 2019



**Property Detail**

Location Address 4023 S OCEAN BLVD  
Municipality HIGHLAND BEACH  
Parcel Control Number 24-43-47-04-00-005-0080  
Subdivision  
Official Records Book 33347 Page 458  
Sale Date FEB-2022  
Legal Description 4-47-43, N 100 FT OF S 445 FT OF GOV LT 5 E OF SR 140 A/K/A CITY LOT NO 47

**Owner Information**

**Owners**  
GILES JILL

**Mailing address**

7565 FOSTER RIDGE RD  
MEMPHIS TN 38138 7015

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
FEB-2022	\$14,250,000	33347 / 00458	WARRANTY DEED	GILES JILL
DEC-2013	\$3,795,000	26489 / 00702	WARRANTY DEED	INSKEEP MATHEW J &
JAN-2009	\$100	23038 / 00548	CERT OF TITLE	RAP KNIFORE LLC
FEB-2000	\$2,200,000	11653 / 01793	WARRANTY DEED	KNIGHT WILLIAM L
JAN-1978	\$115,000	02799 / 00066		
JAN-1974	\$85,000	02371 / 01016	WARRANTY DEED	

**Exemption Information**

Applicant/Owner	Year	Detail
INSKEEP MATHEW J &	2022	HOMESTEAD
INSKEEP MATHEW J &	2022	ADDITIONAL HOMESTEAD

**Property Information**

Number of Units 1  
\*Total Square Feet 7032  
Acres 0.6457  
Use Code 0100 - SINGLE FAMILY  
Zoning RS - Residential Single Family ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$1,176,117	\$1,054,988	\$1,169,552
Land Value	\$4,800,300	\$4,400,300	\$4,000,300
Total Market Value	\$5,976,417	\$5,455,288	\$5,169,852

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$3,950,713	\$3,896,167	\$3,808,570
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$3,900,713	\$3,846,167	\$3,758,570

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$66,292	\$66,658	\$65,988
Non Ad Valorem	\$178	\$173	\$175
Total tax	\$66,470	\$66,831	\$66,163



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2022-05-006

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jill Gilles  
7565 Foster Ridge Rd  
Memphis, TN 38138

**POSTED  
ON PROPERTY**

10/26/2022

**DATE**

Re: 4023 S. Ocean Blvd Highland Beach Fl, 33487 (PCN: 24-43-47-04-00-005-0080)

**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, November 9, 2022, at 1:00 P.M.**, regarding observed earth removal east of CCCL 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 26<sup>th</sup> day of October 2022.

Adam Osowsky  
Code Compliance Officer

Certified Mail: 7021 1970 0002 3024 4921

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

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



**Town of Highland Beach**  
 3634 South Ocean Boulevard • Highland Beach, Florida 33487

**NOTICE OF HEARING / APPEARANCE**

**POSTED  
ON PROPERTY**

CASE NO. CC2022-05-006

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

881 Colles  
 1585 Fortne Ridge Rd.  
 Memphis, TN 38134

10/26/2022

**DATE**

100-1000's Ocean Blvd Highland Beach FL 33487 PCN: 24-43-47-04-06-000-0000

**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, November 9, 2022, at 1:00 P.M., regarding observed water removal signs of CEC, without permit, 36-172 (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," given to you by the Code Enforcement Officer of the Town of Highland Beach.

**HEREFORE, 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 Provisional Appointment is an informational notice to provide you with information regarding participating in carrying 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, make motions and/or cross-examine, subpoena, or provide, survey, plans, and other materials and for witnesses may be compelled and will be used by the Code Enforcement Board upon proper request.

**CERTIFICATE OF SERVICE**

I, **LORELY CROTTY**, dual a copy of the foregoing notice has been furnished to the above-named addressee by e-mail on the date of the addressee's electronic mail by U.S. Postal Service Certified Mail, Return Receipt Form No. 3800 (REV. 03/07) on 10/26/2022.

LORELY CROTTY  
 Code Enforcement Officer  
 3634 South Ocean Blvd  
 Highland Beach, FL 33487  
 Phone: 352-962-0724, 972-4911

TOWN OF HIGHLAND BEACH, FLORIDA  
CODE ENFORCEMENT BOARD

TOWN OF HIGHLAND BEACH, FLORIDA,

Petitioner,

v.

Jill Giles  
4023 S. Ocean Boulevard  
Highland Beach, FL 33487

Respondent.

\_\_\_\_\_ /

Case No: 2022-05-006

PCN: 24-43-47-04-00-005-0080

LEGAL: 4-47-43 N 100 FT OF S 445 FT OF  
GOV LT 5 E OF SR 140 A/K/A  
CITY LOT NO 47

**ORDER CONTINUING CASE**

THIS MATTER having come before the Code Enforcement Board on August 9, 2022, and having heard the testimony of the Town's Code Compliance Officer and the Respondent's representative, the Board hereby continues this case to the Code Enforcement Board regular meeting of October 11, 2022, at 1:00 p.m. Respondent is hereby commanded to appear at the October meeting, and no additional notice shall be issued by the Town.

DONE AND ORDERED this 11th day of August 2022.



\_\_\_\_\_  
Myles B. Schlam, Chair  
Code Enforcement Board

Copies Furnished to:

**Respondent**



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

CERTIFIED MAIL NO. 7018 3090 0002 0478 4747

July 12, 2022

Jill Gilles  
7565 Foster Ridge Rd  
Memphis, TN 38138

**RE: NOTICE OF HEARING / APPEARANCE**

Case No. CC2022-05-006  
4023 S. Ocean Blvd  
Highland Beach, FL 33487  
PCN #24-43-47-04-00-005-0080

Dear Mrs. Gilles:

This letter is to inform you that the Highland Beach Code Enforcement Board conducted its meeting on July 12, 2022 at 1:00 P.M. At that meeting, the Board members made a motion to continue ALL code violation cases to the next Code Enforcement Board meeting. Therefore, you are hereby commanded to be and appear before the **Code Enforcement Board on August 09, 2022 at 1:00 P.M. in the Town of Highland Beach, Commission Chambers located at 3614 So. Ocean Boulevard, Highland Beach, Florida 33487.**

Attached for your reference is a copy of the Notice of Hearing / Appearance along with the Notice of Public Meeting Protocol documents, which were previously mailed to you.

Thank you.

Adam Osowsky  
Code Compliance Officer

Delivered: USPS Certified Mail and Regular Mail



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7021 1970 0002 3024 4921

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Domestic Mail Only

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**OFFICIAL USE**

Certified Mail Fee	
\$	4.00
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$ 3.25
<input checked="" 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	60 7.85
\$	



Jill Giles  
 7565 Foster Ridge Rd  
 Memphis, TN 38138  
**CEB: CC2022-05-006**

for Instructions



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2022-05-006

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jill Gilles  
7565 Foster Ridge Rd  
Memphis, TN 38138

**POSTED**  
**ON PROPERTY**  
**6/28/22**  
**DATE**

Re: 4023 S. Ocean Blvd Highland Beach Fl, 33487 (PCN: 24-43-47-04-00-005-0080)

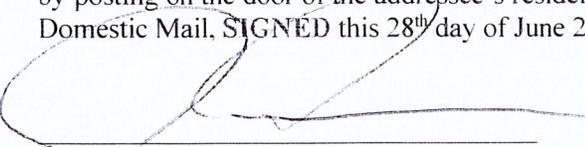
YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Tuesday, July 12, 2022, at 1:00 P.M.*, regarding observed earth removal east of CCCL without 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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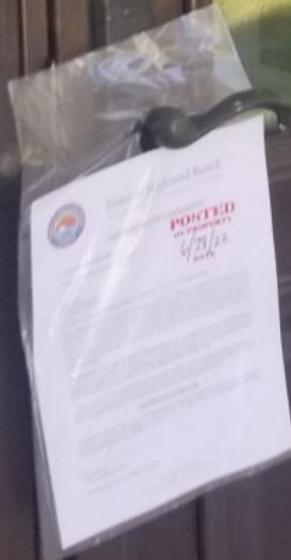
  
Jason Manko  
Code Compliance Officer

Certified Mail: 7021 1970 0002 3024 4709

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

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

4023 S Ocean Blvd





# Town of Highland Beach

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

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May 13, 2022

Gilles, Jill  
7565 FOSTER RIDGE RD  
MEMPHIS, TN 38138

RE: Code Compliance Case No. CC2022-05-006

Jill Gilles,

**Location :** 4023 S. OCEAN BLVD  
HIGHLAND BEACH FL, 233487

**Complaint Description:**

Observed earth removal east of CCCL without permit. PLEASE OBTAIN PERMIT FROM DEP 5/27/2022.

**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 by the above date will result, without any further notice, in you being summoned to appear before the town Code Enforcement board, 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:	CC2022-05-006
Property Address:	4023 S Ocean Blvd
Inspector:	Jason Manko

