



HIGHLAND BEACH BUILDING DEPARTMENT

3614 S. Ocean Boulevard
Highland Beach, FL 33487
Ph: (561) 278-4540

PLANNING BOARD STAFF REPORT

MEETING OF: **APRIL 9, 2026**

TO: **PLANNING BOARD**

FROM: **INGRID ALLEN, TOWN PLANNER**

SUBJECT: **APPLICATION BY ANDREA M. KEISER, ESQ., REQUESTING SITE PLAN APPROVAL FOR A NEW ONE-STORY, 4,248 SQUARE FOOT SINGLE FAMILY RESIDENCE WITH POOL AND SPA FOR THE PROPERTY LOCATED AT 4326 INTRACOASTAL DRIVE. (APPLICATION NO. PZ-26-2).**

I. GENERAL INFORMATION:

Applicant (Property Owner): Anthony and Camille DelPrete
6 Wildwood Road
Saddle River, NJ 07458

Applicant's Agent: Andrea M. Keiser, Esq.
Keiser Legal, PLLC
55 SE 2nd Avenue, Suite 102
Delray Beach, FL 33444

Property Characteristics:

Comprehensive Plan Land Use: Single Family
Zoning District: Residential Single Family (RS)
Site Location: 4326 Intracoastal Drive
Parcel PCN#: 24-43-47-04-02-004-0140

Adjacent Properties:

PARCEL	ZONING DISTRICT	FUTURE LAND USE DESIGNATION
North	Residential Single Family (RS)	Single Family
South	Residential Single Family (RS)	Single Family
East	Residential Single Family (RS)	Single Family
West	NA (Intracoastal Waterway)	NA (Intracoastal Waterway)

Property History:

On March 10, 2022, the Planning Board granted a special exception approval to install a 296 square foot dock, a 25,000 pound capacity boat lift, and a 7,000 pound capacity dual jet-ski lift for the property (DO #22-0002).

Request and Analysis:

The Applicant is requesting site plan approval to construct a new one-story, 4,248 square foot single family residence with pool and spa. Currently, a single-family residence exists on the property. According to the Palm Beach County Property Appraiser, the current home was built in 1975. The Applicant intends to demolish the existing residence.

Pursuant to Section 30-67 of the Town Code, a single-family detached dwelling is permitted in the RS zoning district. Section 30-31 of the Town Code indicates that single family residences require site plan approval from the Planning Board, which is the decision-making authority for such development requests.

The Applicant’s project description (see attached) provides details of the proposed single family residence to include four (4) bedrooms and baths, two (2) car garage, etc. According to the Applicant’s landscaping plans, two (2) non specimen trees (as described in Section 20-135) and fourteen palm trees will be removed, all of which are non-native or invasive with the exception of two (2) Florida thatch palms. The Applicant proposes to plant four (4) new native trees (Green Buttonwood) and 16 palm trees, all of which are either native or Florida Friendly¹. It is worth noting that pursuant to Section 20-124 of the Town Code, single-family homes are exempt from the tree removal regulations found in Chapter 20, Article IV (Resource Protection Standards) except for designated specimen or historic trees.

Pursuant to Section 30-38(6) of the Town Code, the Planning Board shall approve or deny the site plan application. The approval may include conditions which clarify, but do not exceed, the requirements of the Zoning Code. If the request receives Planning Board approval, the applicant will be required to obtain a building permit, prior to initiation of construction, from the Town of Highland Beach Building Department. Pursuant to Section 30-21(g) of the Town Code, commencement of construction shall be initiated within two (2) years following the date of approval by the Planning Board.

¹Florida-Friendly Landscapes protect Florida’s unique natural resources by conserving water, reducing waste and pollution, creating wildlife habitat, and preventing erosion (Source: University of Florida, IFAS Extension. 2022. Florida-Friendly Landscaping Guide to Plant Selection & Landscape Design).

Staff reviewed the Applicant's proposed request including plans date stamped received by the Building Department on March 10, 2026, and finds that the project is consistent with the Town Code of Ordinances as it pertains to site development.

Should you have any questions, please feel free to contact me at (561) 637-2012 or iallen@highlandbeach.us

Attachments: Application
Aerials
Applicant Plans (11X17)

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