



HIGHLAND BEACH BUILDING DEPARTMENT

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

PLANNING BOARD STAFF REPORT

MEETING OF: DECEMBER 12, 2024

TO: PLANNING BOARD

FROM: INGRID ALLEN, TOWN PLANNER

**SUBJECT: APPLICATION BY MARK HUNLEY, CHARETTE
INTERNATIONAL ARCHITECTURE, REQUESTING AN
AMENDMENT TO A PREVIOUSLY APPROVED SITE PLAN FOR A
NEW THREE-STORY SINGLE FAMILY RESIDENCE
(DEVELOPMENT ORDER NO. 22-0017) IN ORDER TO ALTER THE
LOCATION OF THE RESIDENCE APPROXIMATELY NINE (9)
FEET WESTWARD, TO INCREASE THE SQUARE FOOTAGE
UNDER AC FROM 3,997 TO 4,052, AND TO REDUCE THE REAR
COVERED PATIO AND REAR BALCONY BY 1.5 FEET FOR THE
PROPERTY LOCATED AT 3521 SOUTH OCEAN BOULEVARD.
(APPLICATION NO. #PZ-24-7).**

I. GENERAL INFORMATION:

Applicant (Property Owner): 3519 So Ocean Blvd LLC
54 SW Boca Raton Boulevard
Boca Raton, FL 33432

Applicant's Agent: Mark Hunley
Charette International Architecture
551 NW 77 Street, Suite #107
Boca Raton, FL 33487

Property Characteristics:

Comprehensive Plan Land Use: Multi Family Low Density
Zoning District: Residential Multiple Family Low Density (RML)
Site Location: 3521 South Ocean Boulevard
Parcel PCN#: 24-43-46-33-00-004-0150

Adjacent Properties:

PARCEL	ZONING DISTRICT	FUTURE LAND USE DESIGNATION
North	Residential Multiple Family Low Density (RML)	Multi Family Low Density
South	Residential Multiple Family Low Density (RML)	Multi Family Low Density
East	NA (Atlantic Ocean)	NA (Atlantic Ocean)
West	Residential Multiple Family Medium Density (RMM)	Multi Family Low Density

Property History:

On July 13, 2023, the Planning Board approved a site plan (Development Order No. 22-0017) for a new three-story, 3,997 square foot single family residence (motion carried 7-0).

On September 19, 2023, the Town Commission approved Resolution No. 2023-025 which authorized the Mayor to execute amendment number seven (7) to the State of Florida Department of Transportation District Four (4) Landscape Inclusive Memorandum of Agreement.

On September 19, 2023, the Town Commission approved a Town Right-of-Way permit pertaining to a new single driveway (motion carried 4-0).

Request and Analysis:

The Applicant is requesting an amendment to a previously approved site plan for a new three-story single-family residence (Development Order No. 22-0017) in order to alter the location of the residence approximately nine (9) feet westward, to increase the square footage under AC from 3,997 to 4,052, and to reduce the rear covered patio and rear balcony by 1.5 feet. The property currently consists of a residential single-story structure that, according to the Palm Beach County Property Appraiser, was built in 1952. The property also includes a shed located to the south of the principal structure.

As previously noted in the July 13, 2023 staff report for Development Order No. 22-0017, the property is a nonconforming lot of record given the minimum lot width requirement for a single-family dwelling in the RML zoning district is 80 feet and the current lot width is approximately 60 feet. Section 30-103(a) of the Town Code states that in any zoning district, a nonconforming lot of record may be utilized for any use permitted in such zoning district. Pursuant to Section 30-67 of the Town Code, a single-family detached dwelling is permitted in the RML zoning district subject to site plan approval.

The newly proposed location of the residence is still east of the Coastal Construction Control Line (CCCL), and therefore approval from the Florida Department of Environmental Protection (FDEP) is required. FDEP previously approved the plans associated with Development Order No. 22-0017 via FDEP Permit No. PB-1426 (attached). FDEP has approved, via email, the proposed amendment to the previously approved site plan, as noted above (see attached FDEP email correspondence).

As noted above, on September 19, 2023, the Town Commission approved Resolution No. 2023-025 which authorized the Mayor to execute amendment number seven (7) to the State of Florida Department of Transportation District Four (4) Landscape Inclusive Maintenance Memorandum of Agreement (MMOA). The amendment was triggered as a result of the Applicant proposing new landscaping in FDOT's Right-of-Way (ROW). The proposed amendment to the previously approved site plan includes changes to landscaping and irrigation in FDOT's ROW including additional square footage (sf) of sod (from 208 sf to 332 sf). According to FDOT, such changes are considered minor and therefore an amendment to the approved MMOA on file is not required (see attached FDOT email correspondence). Pursuant to Section 25-1 of the Town Code, underground sprinkler systems with flush or popup head, and ground cover do not require a Town ROW permit. Note that FDOT previously approved a driveway connection permit (Permit No. 2023-A-496-00010).

Section 30-31 of the Town Code indicates that single family residences require site plan approval from the Planning Board who is the decision-making authority for such development requests. 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 this 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.

Staff has reviewed the Applicant's proposed request including plans date stamped received by the Building Department on November 7, 2024 and finds that the project is consistent with the Code of Ordinances.

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

Attachments: Application

Aerials

FDEP email correspondence

FDEP approval

FDOT email correspondence

Applicant Plans (11X17)