



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

---

**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** September 2, 2025

**SUBMITTED BY:** Ingrid Allen, Town Planner, Building Department

**SUBJECT:** Request for land filling approval for a portion of the property located at 2564 South Ocean Boulevard.

---

### SUMMARY:

On August 14, 2025, the Planning Board approved a special exception request (Application No. PZ-25-28) to install 105 linear foot seawall and seawall cap, a 275 square foot dock, and a 33,000 pound capacity boat lift for the property located at 2564 South Ocean Boulevard. As part of the latter request, the Applicant proposes to fill a 1,360 square foot area from the existing retaining wall (abutting the existing pool) to the new seawall as follows:

Proposed fill location	Amount of fill
From existing retaining wall (abutting the existing pool) to the rear property line.	1,000 square feet
From the rear property line to new seawall	360 square feet

The Planning Board's approval was contingent upon the following conditions of approval:

1. Sod or artificial turf shall be placed from the property line to the seawall cap.
2. Town Commission approval of a land fill permit pursuant to Chapter 14 of the Town Code of Ordinances.

According to Section 14.1 of the Town Code of Ordinances, the following provisions pertaining to "land filling" apply:

*Any person desiring to add to or extend any lands, areas, including submerged lands, to remove sand, rock or earth from any submerged lands, to construct a finger canal, lagoon or yacht basin within the territorial limits of the town by any means, including, but not limited to, hydraulic dredging, pumping, dragline, dynamiting or shovel, **shall first make application to the town commission for***

---

***permission to do so.*** Such written application shall be accompanied by a plan or drawing showing the area to be filled and also showing the area from which any fill material is to be dredged or removed by other means. Specifications sufficient in detail as to clearly outline how the dredging or filling procedure will take place must also accompany the application.

The Applicant has provided a narrative regarding the fill operation and materials. The plans approved by the Planning Board, as noted above, show the area to be filled (see attached 11X17 plans). The Applicant has received both Florida Department of Environmental Protection and US Army Corps of Engineers approval for the project. The corresponding file numbers for each agency are provided in the table below.

<b>FDEP (Permit Number)</b>	<b>ACOE (File Number)</b>
50-0349303-003,004,005-EE (seawall and seawall cap). 50-0349303-006-EE (dock and boat lift).	SAJ-2021-03211(LP-JFB).

---

**FISCAL IMPACT:**

N/A

---

**ATTACHMENTS:**

Applicant's fill narrative.  
Planning Board Action form – August 14, 2025.  
August 14, 2025 Planning Board staff report and backup materials.

---

**RECOMMENDATION:**

At the discretion of the Town Commission