



HIGHLAND BEACH BUILDING DEPARTMENT

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

PLANNING BOARD STAFF REPORT

MEETING OF: May 8, 2025

TO: PLANNING BOARD

FROM: INGRID ALLEN, TOWN PLANNER

SUBJECT: APPLICATION BY UNLIMITED PERMIT SERVICES, INC.
REQUESTING A SPECIAL EXCEPTION TO INSTALL A 150
SQUARE FOOT DOCK FOR THE PROPERTY LOCATED AT 1101
BEL AIR DRIVE. (APPLICATION NO. PZ-25-25).

I. GENERAL INFORMATION:

Applicant (Property Owner): Bel Lido Manor Condominium Association Inc.
4281 NW 1st Avenue
Boca Raton, FL 33431

Applicant's Agent: William Thomas
Unlimited Permit Services, Inc.
902 NE 1 Street #2
Pompano Beach, Fl. 33060

Property Characteristics:

Comprehensive Plan Land Use: Multi Family Low Density
Zoning District: Residential Multiple Family Low Density (RML)
Site Location: 1101 Bel Air Drive

Request and Analysis:

The Applicant is requesting a special exception to install a 150 square foot wood dock. There is currently a 150 square foot wood dock that will be demolished.

The Applicant has obtained Florida Department of Environmental Protection (FDEP) authorization for the above-referenced request (FDEP File No. 50-0440365-001-EE). According to FDEP's authorization letter (dated September 29, 2023), a separate authorization from the U.S. Army Corps of Engineers is not required. Note that the plans submitted to FDEP and the plans submitted to the Town reflect discrepancies in the elevation of the proposed dock and the number of proposed dock piles depicted. Email correspondence from FDEP indicates that they do not object to such discrepancies (see attached).

Section 30-67(b) of the Town Code indicates that docks in all Residential zoning districts require special exception approval by the Planning Board. Section 30-36(a) of the Town code states that the Planning Board may approve, approve with conditions, or deny a request for special exception relating to seawalls, bulkheads, retaining walls and accessory marine facilities.

If the Planning Board approves the request, 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 reviewed the Applicant's proposed request including plans date stamped received by the Building Department on April 28, 2025 and finds that the project is consistent with the special exception provisions of Section 30-36 of the Town Code, were applicable, and consistent with the Town Comprehensive Plan and Town 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 approval****HOA approval letter****Applicant Plans (11X17)**