



HIGHLAND BEACH BUILDING DEPARTMENT

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

PLANNING BOARD STAFF REPORT

MEETING OF: JUNE 11, 2026

TO: PLANNING BOARD

FROM: INGRID ALLEN, TOWN PLANNER

SUBJECT: APPLICATION BY TOLY PAPPAS, RANDALL STOFFT ARCHITECTS, REQUESTING SITE PLAN APPROVAL FOR A NEW TWO-STORY, 5,636 SQUARE FOOT SINGLE FAMILY RESIDENCE WITH POOL AND SPA FOR THE PROPERTY LOCATED AT 4301 TRANQUILITY DRIVE. (APPLICATION NO. PZ-26-5-SPSS).

I. GENERAL INFORMATION:

Applicant (Property Owner): 4301 Tranquility LLC
553 Harbor Court
Delray Beach, FL 33483

Applicant's Agent: Toly Pappas
Randall Stofft Architects
42 North Swinton Avenue
Delray Beach, FL 33444

Property Characteristics:

Comprehensive Plan Land Use: Single Family
Zoning District: Residential Single Family (RS)
Subject site Location: 4301 Tranquility Drive
Parcel PCN#: 24-43-47-04-02-003-0220

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 Multiple Family Low Density (RML)	Multi Family Low Density
West	Residential Single Family (RS)	Single Family

Property History:

On June 12, 2025, the Planning Board granted a special exception approval to install a 100 linear foot seawall/seawall cap, and a 200 square foot dock for the subject property (Application No. PZ-25-27).

Request and Analysis:

The Applicant is requesting site plan approval to construct a new two-story, 5,636 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 1982.

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 Application) provides details of the proposed single family residence to include six (6) bedrooms and baths, and two (2) car garages. Given the property is a corner lot (located along Tranquility Drive and Bel Lido Drive), the side corner yard setback along Bel Lido Drive is 25 feet which mimics the front yard setback.

Yard, side corner means a required yard or setback extending along the street side of a lot between the required front and rear yards or setbacks and, for the purposes of this Code, all yards adjacent to streets shall be considered front yards, except Block 1, lot 19; Block A 2, lot 1, Bel Lido Subdivision.

According to the Applicant’s landscaping plans, eleven palm trees will be removed (none of which are designated specimen as provided in Section 20-135 of the Town Code). The Applicant proposes to plant nine (9) new trees and 16 palm trees, all of which are Florida Friendly¹. 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.

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).

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.

Staff reviewed the Applicant's proposed request including plans date stamped received by the Building Department on May 19, 2026, and finds that the project is consistent with the 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
Applicant Plans (11X17)

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).