



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-018

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Steven Botta  
19 Thompson Grove  
Freehold, NJ 07728

**Re:** 1024 Bel Air Drive 3, Highland Beach FL, 33487 (PCN: 24-43-47-04-31-001-0030)

**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Wednesday, March 09, 2022, at 1:00 P.M.*, reference the observed kitchen and bath (2) remodel, water heater, tile without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17<sup>th</sup> day of February 2022.

  
\_\_\_\_\_  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 04780 2421

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopened with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks is required. Also, until further notice, Social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the Town Clerk's Office. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

---

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021/Updated 08.02.2021



7018 3090 0002 0478 2421

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee  
\$ 3.15

Extra Services & Fees (check box, add fee as appropriate)  
☒ Return Receipt (hardcopy) \$ 3.00  
☐ Return Receipt (electronic) \$ \_\_\_\_\_  
☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_  
☐ Adult Signature Required \$ \_\_\_\_\_  
☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage  
\$ .58  
Total Postage and  
\$ 7.38

Sent To  
Street and Apt. No.  
City, State, ZIP+4®

Botta, Steven  
19 Thompson Grove  
Freehold, NJ 07728  
CC2021-11-018

FREEHOLD BEACH, FL 33487  
FEB 17 2022  
Postmark  
Here  
CPO #0231

**Property Detail**

Location Address 1024 BEL AIR DR 3  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-47-04-31-001-0030  
 Subdivision HIGHLAND OCEAN HOUSE COND DECL FILED 1-6-81 IN  
 Official Records Book 32745 Page 548  
 Sale Date JUN-2021  
 Legal Description HIGHLAND OCEAN HOUSE COND BLDG 1024 UNIT 3

**Owner Information**

**Owners**  
 BOTTA STEVEN

**Mailing address**  
 19 THOMPSON GROVE RD  
 FREEHOLD NJ 07728 8239

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
JUN-2021	\$710,000	32745 / 00548	WARRANTY DEED	BOTTA STEVEN
JUL-2012	\$400,000	25399 / 00879	WARRANTY DEED	BURNLEY JAMES K &
JAN-2005	\$470,000	18090 / 00360	WARRANTY DEED	BENEDICT DAMON G &
JUN-2004	\$445,000	17221 / 00086	WARRANTY DEED	JANK RICHARD
FEB-1999	\$155,000	11007 / 00272	WARRANTY DEED	WILLIAMS STEVE M
MAY-1994	\$450,000	08291 / 00554	WARRANTY DEED	
DEC-1986	\$100	05138 / 00332	WARRANTY DEED	
MAR-1986	\$131,250	04841 / 00314	WARRANTY DEED	

**Exemption Information**

No Exemption information available

**Property Information**

Number of Units 1  
 \*Total Square Feet 992  
 Acres  
 Use Code 0400 - CONDOMINIUM  
 Zoning RML - Multi-Family Low-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$450,298	\$445,298	\$448,456
Land Value	\$0	\$0	\$0
Total Market Value	\$450,298	\$445,298	\$448,456

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$450,298	\$445,298	\$416,302
Exemption Amount	\$50,000	\$50,000	\$0
Taxable Value	\$400,298	\$395,298	\$416,302

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$6,957	\$7,008	\$7,519
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$7,053	\$7,103	\$7,616





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-018

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Steven Botta  
19 Thompson Grove  
Freehold, NJ 07728

**POSTED  
ON PROPERTY**

**2/17/2022**

**DATE**

**Re:** 1024 Bel Air Drive 3, Highland Beach Fl, 33487 (PCN: 24-43-47-04-31-001-0030)

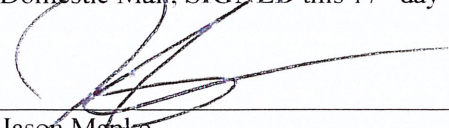
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Wednesday, March 09, 2022, at 1:00 P.M.*, reference the observed kitchen and bath (2) remodel, water heater, tile without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17<sup>th</sup> day of February 2022.

  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 04780 2421

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582









## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

January 18, 2022

Botta, Steven  
19 Thompson Grove  
FREEHOLD, NJ 07728

RE: Code Compliance Case No. CC2021-11-018

Steven Botta,

**Location :** 1024 BEL AIR DRIVE 3B  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed kitchen & bath (2) remodel, water heater, tile without permit. please obtain permit from building department by 2/4/22.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-11-018
Property Address:	1024 Bel Air Dr #3
Inspector:	Jason Manko



Evidence Sheet	
Case Number:	CC2021-11-018
Property Address:	1024 Bel Air Dr #3
Inspector:	Jason Manko

