



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-011

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Sylvia Greco M Irrevocable Trust
11 Sylvia Ln
Amsterdam, NY 12010

Re: 3420 S. Ocean Blvd 9Q Highland Beach Fl, 33487 (PCN: 24-43-46-33-24-000-0917)

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 bathroom remodel (2) 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 17th day of February 2022.


Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2384

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 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 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.
- 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 2384

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

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee	
\$	<u>3.75</u>
Extra Services & Fees (check box, add fees as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ <u>3.05</u>
<input type="checkbox"/> Return Receipt (electronic)	\$ _____
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____
<input type="checkbox"/> Adult Signature Required	\$ _____
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____
Postage	
\$	<u>5.88</u>
Total Postage and	
\$	<u>7.38</u>
Sent To	
Street and Apt. No	
City, State, ZIP+4	

Sylvia Greco
11 Sylvia Ln
Amsterdam, NY 12010
Cc2021-12-011

HIGHLAND BEACH, FL 33487
Postmark
FEB 18 2022
CPO #0231

Property Detail

Location Address 3420 S OCEAN BLVD 9Q
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-24-000-0917
 Subdivision CORONADO AT HIGHLAND BEACH COND DECL FILED 4-1-83 IN
 Official Records Book 22163 Page 286
 Sale Date SEP-2007
 Legal Description CORONADO AT HIGHLAND BEACH COND UNIT 9-Q

Owner Information**Owners**

GRECO GARY J
 GRECO SYLVIA M IRREVOCABLE TRUST
 GRECO GARY J TR
 GRECO KRONG SHEILA TR

Mailing address

11 SYLVIA LN
 AMSTERDAM NY 12010 1327

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
SEP-2007	\$10	22163 / 00286	WARRANTY DEED	GRECO SYLVIA M IRREVOCABLE TRUST
MAR-1990	\$100	06404 / 01103	QUIT CLAIM	
FEB-1987	\$100	05200 / 01602	WARRANTY DEED	
DEC-1986	\$184,000	05128 / 00448	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 1412
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RMM - Multi-Family Medium-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$385,000	\$350,000	\$350,000
Land Value	\$0	\$0	\$0
Total Market Value	\$385,000	\$350,000	\$350,000

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2021	2020	2019
Assessed Value	\$385,000	\$350,000	\$350,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$385,000	\$350,000	\$350,000

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$6,526	\$6,050	\$6,128
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$6,622	\$6,145	\$6,225



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TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Sylvia Greco M Irrevocable Trust
11 Sylvia Ln
Amsterdam, NY 12010

**POSTED
ON PROPERTY**

2/17/2022

DATE

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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2384

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

December 13, 2021

SYLVIA GRECO
11 SYLVIA LN
AMSTERDAM, NY 12010

RE: Code Compliance Case No. CC2021-12-011

SYLVIA GRECO,

Location : 3420 S. OCEAN BLVD 9Q
HIGHLAND BEACH FL, 33487

Complaint Description:

Observed bathroom remodel (2) without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 12/27/21.

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.

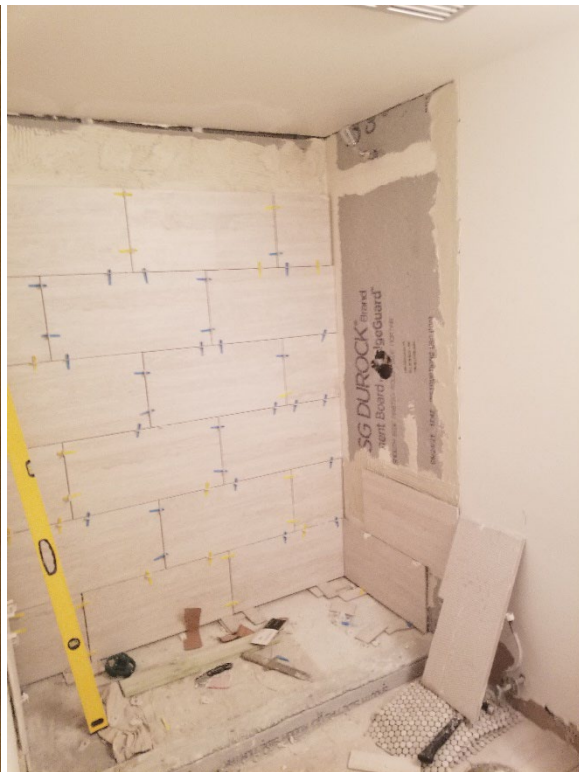
Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this 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:	CC2021-12-011
Property Address:	3420 S Ocean Blvd #9Q
Inspector:	Jason Manko



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Sylvia Greco
11 Sylvia Ln
Amsterdam, NY 12010
CC2021-12-011



9590 9402 5113 9092 4065 81

2. Article Number (Transfer from service label)

7018 3090 0002 0478 2384

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

- ☐ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

MAR 01 2022

Town of Highland Beach, FL
Town Clerk's Office

3. Service Type

- | | |
|--|---|
| <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® |
| <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ |
| <input checked="" type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery |
| <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail (over \$500) | |

Domestic Return Receipt