



# TOWN OF PALM BEACH

Information for LPC Meeting on:

October 18, 2023

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To: Landmarks Preservation Commission Chair and Members

Via: Wayne Bergman, Director of Planning, Zoning & Building  
James Murphy, Assistant Director of Planning, Zoning and Building

From: Friederike Mittner, Design and Preservation Manager

Re: Modifications to LPC Process

Date: October 10, 2023

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## **STAFF RECOMMENDATION**

Staff requests that the Landmarks Preservation Commission (LPC) provide clear direction to staff regarding the proposed items listed below they wish to see implemented.

## **GENERAL INFORMATION**

After listening to guidance by Town Council, LPC and the Preservation Foundation of Palm Beach, Town staff believes we can strengthen the LPC process and protect our heritage in the following ways:

1. As part of the Development Review Process staff will continue to utilize the following procedures to ensure proper notice and advertising:
  - Agendas to be approved by Staff. Discussion Items and/or updates to be vetted through the LPC Chair/Designee.
  - Applicants provide a certificate of mailing confirming property owners (provided by the property appraisers office) are notified (notice provided by Town) of an LPC project 30 days prior to a hearing within a 300' ft radius of the subject residential property and 1000' ft radius for commercial properties. Any item that does not have proof of mailing is not placed on the agenda.

- The Town places notice at Town Hall and publishes the proposed projects in the paper 30 days prior to the hearing. All noticed projects are uploaded to the Town Website. The website allows any user to view all past and upcoming agendas as well as plans.

2. Staff have added requirements for plans to clearly define and visually demonstrate demolition and material removal. Applicants will provide notes, photos, Demolition Plans, Demolition roof plans and demolition elevations. Additionally, requesting clear and detailed Letters of Intent (LOI) and proposed material sheets as part of the plan sets. A demolition elevation graphic example (see below) is provided to encourage accurate depiction of materials that are being removed.



3. The Preservation Foundation of Palm Beach (PFPB) has very graciously offered to continue to provide all current projects with access to their archives. Staff encourages every applicant to utilize the resources and expertise of the foundation and aid applicants in how to clearly depict any proposed changes with the use of historic documentation. Additionally, the Town of Palm Beach will add a link on its website to the Preservation Foundation archive website.
4. The Planning, Zoning & Building Department (PZB) is working closely with the Town Clerk to revise motion language, procedures, and resources for hearings. The updated commissioner packets will be provided at the November 17, 2023, meeting. The Preservation Foundation will also be offering training sessions in a variety of areas in early 2024.
5. Development Orders are issued to applicants following an approval or denial of LPC following the meeting. Language will be added that reads “Please be advised that if your plans change from what was represented in your application, you must first notify LPC staff, so that we may respond to the impact of the change.”
6. To further strengthen transparency between departments the Town is currently training staff in new software. The new system, EPL, will be making its debut in 2024 and will dramatically change the department review and permit process.
7. Staff will monitor significant projects in the field more frequently in addition to the existing final inspection.

8. The Project Designation Manual Matrix was adopted in 2022 and is being revised for clarity. The guide, located on our website, explains the level of review needed by LPC and ARCOM. Any items that do not come to LPC are reviewed by PZB Staff, Preservation Consultants, and the Chair. Staff includes a list of items approved at that level when agendas and plans are sent monthly.
9. Separate motions for demolition will be requested as part of the LPC hearing. Staff is proposing to add language the following language to the Code:

Chapter 54, Historical Preservation

Article III. – Certificate of Appropriateness

Division 2. Procedures and Effect

Add new Section – “54-100.

*Certificate of Appropriateness Modifications.*

*Once a Certificate of Appropriateness is approved by the Landmark Preservation Commission, changes to the approved level of exterior demolition or reconstruction of exterior elements that are visible from the public right of way (including roofs, walls, windows, finishes, porches, balconies, foundations, and original character defining architectural features) shall be treated as a Certificate of Appropriateness Modification. This modification shall be handled with the same public notice requirements of a new Certificate of Appropriateness and shall include full plans and reports to detail the change to the exterior elements and the reasons for the proposed changes.”*

10. Comments are provided to applicants as projects are processed and the PZB department will continue to provide staff memos that provide project history, timelines, site data and analysis.
11. Training on a variety of topics related to Historic Preservation and Commissions will be graciously hosted in early 2024 by the Preservation Foundation of Palm Beach. Staff in conjunction with the PFPB will provide a more robust onboarding for new Commission members to ensure a continuity of the Landmarks Program.