

TOWN OF PALM BEACH

Information for Town Council Meeting on:

November 15, 2023

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Director of Planning, Zoning & Building

Re: Permit Time Extensions – Ordinance 017-2023 - First Reading

Date: October 26, 2023

FOR YOUR INFORMATION

The Town Council discussed Permit Time Extensions at their September 2023 meeting. They provided direction to staff to prepare an ordinance that would expand and formalize neighbor notice of the time extensions and provide staff limited capability to administratively extend permits for no more than thirty (30) days. This short extension would be to allow projects expiring to continue until the Town Council can review the request at a regularly scheduled meeting, or to close out projects that are within thirty days of completion.

These changes will occur within Chapter 18, Buildings and Building Regulations. The expanded and formalized notice requirement was suggested by the Town Council to match the current uniform notice requirements of 300 feet from the subject property. These notices would be sent via first class mail service and will include a USPS Certificate of Mailing. This change, and the brief administrative extensions, are proposed as amended footnotes to Table 1, Construction Schedule, found in Section 18-237.

During my review of this Article, I noticed some outdated code that I propose to be updated in the ordinance. First, the Chapter 18 definition of “substantial improvement” can be removed, as it is now defined in the Florida Building Code. We should not have conflicting definitions on this item. Second, I noticed that the building official is appointed by the director of planning, zoning, and building. This is incorrect, as the Town Manager makes this appointment. These changes are

included in the draft ordinance.

During the review of this draft ordinance in October, the Town Council requested that a one-time fee for the permit extension be added to the ordinance. This is now proposed in Section 18-240, which would provide a fee for the permit extensions to be 1% of the value of the unfinished construction work. This fee would be in addition to the normal permit value updates and final cost certification.

Ordinance 017-2023 has been reviewed by the Town Attorney as to legal form. This Ordinance is ready for approval on First Reading.

Attached: Draft Ord. No. 017-2023 (Revised)