



TOWN OF PALM BEACH
Planning, Zoning & Building Department
360 South County Road
Palm Beach, FL 33480
www.townofpalmbeach.com

PLANNING, ZONING, & BUILDING DEPARTMENT
PZ&B Staff Memorandum: Town Council Development Review

TO: Mayor and Town Council

FROM: Wayne Bergman, MCP, LEED-AP *WB*
Director PZ&B

SUBJECT: ZON-22-142 400 ROYAL PALM WAY SUITE 300

MEETING: DECEMBER 13, 2023

ZON-23-122 400 ROYAL PALM WAY—SPECIAL EXCEPTIONS WITH SITE PLAN REVIEW AND VARIANCE. The applicant, Citizens Bank NA, has filed an application requesting Town Council review and approval for a (1) Special Exception for a bank and (2) a Special Exception for a drive-thru facility and a Site Plan Review for a use greater than 2,000 SF in the C-OPI zoning district for third floor bank in an existing four-story office building. ~~Additionally, a Variance is being requested to not provide 6 additional parking spaces required as a change of use from office space to banking space.~~

Applicant: Citizens Bank
Professional: TD Treschmann Dumala Architectural Group
Representative: Maura Ziska

HISTORY:

At the Town Council's September 14, 2022 Development Review meeting, an application was reviewed and approved (5-0) by Town Council for a Special Exception to allow a bank and financial institution on the third floor of an existing four-story office building with a drive thru facility in the in the COPI office district, including a variance to not provide 6 parking spaces required with the change of use from office to bank, pursuant to ZON-22-130. As this space is the same as the space under the prior approval, the requested variance within this application is no longer required, as it was granted in 2022 for increased demand of parking from general office space to financial institution.

THE PROJECT:

The applicant has submitted plans, entitled "CITIZENS BANK, NA 3rd Floor", as prepared by **TD Treschmann Dumala Architectural Group** October 23, 2023.

The following is the scope of work for the Project:

- Interior renovation of existing third floor office building into a bank and existing drive thru facility.

The following Special Exceptions, Site Plan review and/or Variances required to complete the project, and shall be reviewed by Town Council:

- **SPECIAL EXCEPTION #1 Sec. 134-1209(8)** Special Exception for a bank
- **SPECIAL EXCEPTION #2 Sec 134-1786** Special Exception for an existing drive thru facilities.
- **SITE PLAN REVIEW Sec. 134-1212** permitted use greater than 2,000 square feet gross leasable area in the C-OPI zoning district.
- ~~**VARIANCE #1 Sec. 134-2176** to provide zero (0) on-site parking spaces in lieu of the required six (6) parking spaces that would be required due to the change of use from office to financial institution. Existing office 1 /250 = 28 spaces | Proposed office 1/200 @ 6,946SF = 34 spaces. *The variance is no longer required.*~~

Site Data			
Zoning District	C-OPI	Existing parking	75
Future Land Use	COMMERCIAL	Square Footage	6,946 SF
Surrounding Properties / ZONING			
North	Society of the Four Arts Sculpture Garden / R-B		
South	Two-story single family residence / R-C		
East	Two-story office / C-OPI		
West	Three-story office / C-OPI		

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

A preliminary review of the project indicates that the proposed **office/bank use** is **consistent** with the **Commercial** designation of the Future Land Use Map of the Comprehensive Plan.

STAFF ANALYSIS:

The subject property is currently improved with an existing four-story office building, surface parking lot and existing drive through facility in the southeast portion of the corner site. There is one vehicular curb access from Royal Palm Way and two from Cocoanut Row, inclusive of the drive through access aisle. No site improvements are contemplated.

The third floor space is currently comprised of one (1) tenant space totaling approximately 6,946 SF of office space. The application for Special Exception for a change in use from a Brokerage Investments Firm to a Bank over 2,000 SF in the C-OPI district. The proposed design reuses the existing single use office space. The space is currently improved for interior office space under the prior Special Exception granted in 2022. The applicant is proposing minimal interior renovations to the third-floor office space. Additionally, the applicant is proposing to utilize an existing two-lane drive thru canopy facility located in the southeastern portion of the site built in 1992.



Staff has no objections to the application.

CONCLUSION:

Approval of the project will require three (3) separate motions to be made by the Town Council:

- (1) Special Exception request for commercial space (bank) in the C-OPI district;
- (2) Special Exception for a drive thru facility; and
- (3) Site Plan Review for permitted use greater than 2,000 square feet gross leasable area in the C-OPI zoning district; and

WRB:JGM