



November 8, 2023

Re: 400 Royal Palm Way  
Third Floor  
Palm Beach, FL 33480  
Project Number: ZON-23-122

**LETTER OF INTENT – FINAL SUBMITTAL**  
**FOR CITIZENS BANK NA TO OCCUPY AN EXISTING OFFICE SPACE ON THE THIRD FLOOR OF 400**  
**ROYAL PALM WAY, PALM BEACH FL**

We are pleased to submit this project to the Town of Palm Beach Town Council. Trieschmann Dumala Architectural Group (TDAG) has been retained by the tenant of this property, Citizen Bank NA, at 400 Royal Palm Way, to occupy an existing third-floor office space. The proposed design reuses the existing single use office space. The existing third floor square footage equals approximately 6,946 gross square feet. The space is an existing single tenant space totaling approximately 5,843 square feet of office space, with common restrooms and egress comprising the other 1,103 square feet

As a result of no change to the gross leasable area ("GLA") on the third floor, any requirement for additional parking spaces, pursuant to Article 9.2 of Section 134-2176 of the Town of Palm Beach Zoning Code, is not impacted. TDAG has determined with this tenant improvement there will be no additional stress anticipated to the existing parking on site.

Citizens Bank, NA has planned for sixteen (16) full time employees

This project is being submitted to the Town Council to request approval for a Special Exception #1 (134-1209(8), Special Exception #2 134-1786, Site Plan Approval 134-1212 and Variance 134-2176

A) SPECIAL EXCEPTION 134-1209(8).

A request for banks and financial institutions, excluding brokerage and trust companies in the C-OPI Office, Professional and Institutional District. A request is to operate a +/-6,946 SF wealth management office on third floor in C-OPI District

- a. The office use and tenant improvement is a permitted special exception use in the C-OPI Zoning District and requires approval if the use is over 2,000 SF. There have been multiple office tenants in this building since it was constructed in 1966 and the drive thru canopy in 1992.
- b. The office use and renovation will not affect public health, safety, welfare, and morals are not at risk.
- c. The office use will not cause substantial injury to the value of other property in the neighborhood.
- d. The use is compatible with adjoining developments and will comply with all required building codes. There have been multiple offices in this building and neighborhood.
- e. The project meets all applicable requirements listed in Section 134-229 of the Town of Palm Beach Zoning Code including Article VI.
- f. The proposed wealth management firm will comply with the comprehensive plan if applicable.
- g. The proposed office will not result in adverse impacts on adjoining properties.
- h. There is adequate egress ingress on Royal Palm Way and Cocoanut Way and 75 parking spaces within the existing building's parking lot
- i. Any signage to be proposed will meet the code.
- j. Utility service remains the same or will be upgraded if required.
- k. Refuse and service areas remain the same.
- l. There are not historic trees on the property.
- m. The proposed office should not place a greater burden on the Town services.
- n. No exterior changes are proposed, except reactivation of the existing ATM located in the existing drive thru.
- o. The previous financial institution occupied the entire third floor and the proposed financial institution in this application will be taking the entire floor.

Trieschmann Dumala Architectural Group

Heather C. Trieschmann  
President