



**TOWN OF PALM BEACH**  
Planning, Zoning & Building Department  
360 South County Road  
Palm Beach, FL 33480  
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PLANNING, ZONING, & BUILDING DEPARTMENT  
PZ&B Staff Memorandum: Town Council Development Review

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

SUBJECT: ZON-24-030 400 ROYAL PALM WAY, STE 100 and 300

MEETING: FEBRUARY 14, 2024

**ZON-24-030 400 ROYAL PALM WAY, SUITE 100 and 300—SPECIAL EXCEPTION 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 a Site Plan Review for a use greater than 2,000 SF in the C-OPI zoning district for first floor and previously approved third floor in an existing four-story office building. Additionally, a Variance is being requested to not provide 2 additional parking spaces required as a change of use from office space to banking space.

Applicant: Citizens Bank NA  
Professional: Spina Orouke + Partners  
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.

At the DECEMBER 13, 2023 TC meeting, the Town Council approved a SE for a 6,946 SF Bank on the 3<sup>rd</sup> floor, a SE for a drive through facility, and for a use greater than 2,000 SF, pursuant to ZON-23-122 Suite 300.

**THE PROJECT:**

The applicant has submitted plans, entitled "CITIZENS BANK, 1<sup>st</sup> Floor Suite 100 and 3<sup>rd</sup> floor Suite 300", as prepared by **Spina Orouke + Partners**, date stamped by the Town, Jan 03, 2024.

The following is the scope of work for the Project:

- Interior renovation of a portion of an existing first floor office building into a bank that also occupies the 3<sup>rd</sup> floor.

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.
- 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 two (2) parking spaces that would be required due to the change of use from office to financial institution. Existing office 1 /250 = 9 spaces credit | Proposed bank 1/200 @ 2,098 SF = 11 space required, or 2 space variance.

Site Data			
Zoning District	C-OPI	Existing parking	75
Future Land Use	COMMERCIAL	Square Footage	TOTAL SF= 9,044 SF. 6,946 3rd floor. 2,098 to 1st floor 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 Coconut Row, inclusive of the drive through access aisle. No site improvements are contemplated.

The third floor space (Suite 300) was recently approved for a change of use to bank use for Citizens Bank 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, as the applicant, Citizens Bank, is proposing to add a portion of the ground floor (Suite 100 at 2,098 SF) to the total bank use—now at 9,044 SF. Staff has no objections to the application.

The office building was designed with adequate on-site parking for full occupancy of the building (ie, 3 full floors of office space at 7,100 SF each would require approximately 85 spaces under today’s code for parking requirements), as such existing parking spaces is not impacted. However, based on the Town’s principles of equivalency, the change of use from a financial institution to a bank (on the first floor) would yield an additional parking requirement of 2 spaces, as the Town’s zoning code classifies banks as retail for the parking demand due to the change of use from office to financial institution. Existing office 1 /250 = 9 spaces credit | Proposed bank 1/200 @ 2,098 SF = 11 space required, or 2 space variances. It is not uncommon for municipal zoning codes (Coral Gables, Miami Beach, Delray Beach) to qualify bank use as office use, which would elicit no increase in parking demand. 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; and

- (2) Site Plan Review for permitted use greater than 2,000 square feet gross leasable area in the C-OPI zoning district; and
- (3) that the Variance #1 **shall or shall not** be granted that all of the criteria applicable to this application as set forth in Sec. 134-201(a), items 1 through 7 have been met.

WRB:JGM