

RESOLUTION NO. 017-2024

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, BIFURCATING THE PROJECT DESIGNATION MANUAL OR DESIGN REVIEW MATRIX FOR ARCOM AND LPC AS REFERENCED IN CHAPTER 18 OF THE TOWN CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ordinance 011-2015, adopted on April 14, 2015, provided an amendment to Chapter 18, Buildings and building Regulations, Article III, Architectural Review; and

WHEREAS, that amendment contains references to an ARCOM Project Designation Manual in Section 18-175, Issuance of Permits; and

WHEREAS, such a manual is intended to provide users with a means to determine the type of review that is required for projects requiring ARCOM and LPC approval; and

WHEREAS, the Town Council has identified the need to provide updates to the various projects and information contained in the manual; and

WHEREAS, from time to time the manual or “review matrix” is updated to reflect current conditions, with the last update adopted per Resolution 079-2022 on July 13, 2022; and

WHEREAS, the Town Council meeting wherein this Resolution is adopted is held in accordance with chapter 2, Administration, Division 3, Town Council Rules of Procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, FLORIDA, as follows:

Section 1: This Resolution is hereby adopted to include the ARCOM and LPC project Designation Manual as Exhibit “A” attached and made a part hereto.

Section 2. This Resolution shall become effective immediately.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of March 2024.

Danielle H. Moore, Mayor

Margaret A. Zeidman, Town Council President

Bobbie Lindsay, Town Council President Pro Tem

ATTEST:

Julie Araskog, Town Council Member

Kelly Churney, Acting Town Clerk

Edward A. Cooney, Town Council Member

Lewis S.W. Crampton, Town Council Member

**TOWN OF PALM BEACH**

Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
 (561) 838-5430 • www.townofpalmbeach.com

PROJECT DESIGNATION MANUAL MATRIX
 Landmarks Preservation Commission

*Adopted 3/12/2024

LANDMARKS PRESERVATION COMMISSION (LPC)
Landmarks, Districts, and Historically Significant Buildings

PROJECT	COMMISSION REVIEW <i>Submit Development Review Application</i>	ADMINISTRATIVE CHAIR REVIEW <i>Submit Administrative Review Application Chair will Approve or remand to Commission</i>
NEW CONSTRUCTION	New Residential or Commercial Building -or- 2 Story/1 Story greater than 500 SF Accessory Structure	1 Story Accessory Structure (500SF or less)
DEMOLITION	Landmarked Structures	Non-Original Features -or- Non-Original / Not Visible Buildings or Additions
ADDITIONS	Additions Visible from R-o-W -or- Additions to 3 rd Floor or Above	One Story Addition not visible from R-o-W -or- Second Floor Addition not visible from R-o-W
BUILDING ALTERATIONS	Major Façade Alterations impacting Architectural Style or Original Features	Removal, Replacement, or Addition of Architectural Features
SOLAR PANELS	Solar Panel Install	
PAINT		Change in Color
OUTDOOR SEATING		Commercial Furnishings
AWNINGS		New or Replacement
HURRICANE SHUTTERS		New or Replacement
FENCES, WALLS, and GATES	Use of PVC Products -or- Corrugated Sheet Piling	*In-Kind Replacement -or- New in Front Yard Setback, Interior to Lot -or- New on Side or Rear Property Lines with Neighbor Consent
MECHANICAL EQUIPMENT <i>Condensing Units, Pool Equipment, Cooling Towers, and Generators over 100kW*</i> *101kW+ Generators are required to be housed in a building. See New Construction or Additions	New Equipment Visible from R-o-W	New Equipment Outside of Setbacks -or- Replacement of Equipment in Existing Location -or- New Mechanical Equipment Located within Setbacks with Neighbor Consent -or- Replacement Equipment in Non-Conforming Location with Neighbor Consent

LANDMARKS PRESERVATION COMMISSION (LPC)		
PROJECTS	COMMISSION REVIEW <i>Submit Development Review Application</i>	ADMINISTRATIVE CHAIR REVIEW <i>Submit Administrative Review Application</i> <i>LPC Chair will Approve or remand to Commission</i>
MODIFICATIONS to ACTIVE DEVELOPMENT APPROVALS		Maximum of (4) per year
SITE ALTERATIONS <i>Hardscape</i> <i>Driveways, Patios,</i> <i>Pools, etc.</i>	Substantial Alterations to Site Hardscape	Minor Alterations to Site Hardscape
SITE ALTERATIONS <i>Landscape</i>	Substantial Alterations to Site Landscape	Minor Alterations to Site Landscape -or- Alterations On Side or Rear Property Lines with <i>Neighbor Consent</i>
ARTIFICIAL TURF	Front Yard or Readily Visible from R-o-W	Side and Rear Yards
LANDSCAPE LIGHTING		With ToPB Exterior Lighting Affidavit
SPORTS COURTS	Multifamily, Commercial, or Single-Family Use	
SIGNAGE	Illuminated	Non-Illuminated
STATUARY	Visible from R-o-W -or- Over 6' in height	Not Visible from R-o-W
VARIANCE	All Variance Requests and Corresponding Projects	

ADMINISTRATIVE REVIEW applications will be subject to design review by the Chair of the Landmarks Commission and will require full compliance with Town of Palm Beach zoning. The Chair or his/her designee may remand the application to Commission Review at their discretion.

COMMISSION REVIEW applications require review by the Landmarks Preservation Commission. Please contact PZB Staff to schedule a pre-application meeting.

NEIGHBOR CONSENT is required for projects which may substantially impact neighboring properties. A completed Neighbor Consent Form provided by the Town shall be submitted with the Administrative Review application.

***Please note** that requests for in-kind replacements shall utilize the same or substantially similar product in size, design, and other visually related qualities as the existing feature. Documentation on the existing feature and replacement feature shall be provided. Alterations to multi-tenant buildings (condominiums, commercial, townhouses, etc.), require a signed approval letter from the building's governing body (HOA, Condo Association, etc.) as part of the application.

**TOWN OF PALM BEACH**

Planning, Zoning & Building Department

360 South County Road

Palm Beach, FL 33480

(561) 838-5430 • www.townofpalmbeach.com**PROJECT DESIGNATION MANUAL MATRIX**

Architectural Review Commission

*Adopted 3/12/2024

ARCHITECTURAL REVIEW COMMISSION (ARCOM)

PROJECT	COMMISSION REVIEW <i>Submit Development Review Application</i>		ADMINISTRATIVE REVIEW <i>Submit Administrative Review Application</i>	
	ARCOM MAJOR	ARCOM MINOR	CHAIR'S DISCRETION <i>Remands Application to Commission or Approves</i>	STAFF REVIEW
NEW CONSTRUCTION	New Residential -or- Commercial Building	2 Story Accessory Structures	1 Story Accessory Structures (500SF or less)	
DEMOLITION	Commercial Buildings			
ADDITIONS	Two Story Additions visible from R-o-W -or- Additions to 3 rd Floor or Above	One Story Addition visible from R-o-W -or- Second Floor Addition visible from R-o-W	One Story Addition not visible from R-o-W -or- Second Floor Addition not visible from R-o-W	
BUILDING ALTERATIONS	Major Façade Alterations impacting Architectural Style	C-WA District Street Facing Fenestration Alterations	Removal, Replacement, or Addition of Architectural Feature with Alternate Design	*In-Kind Replacement of Architectural Features
SOLAR PANELS		Solar Panel Install		
PAINT			Commercial Building Change of Color	
OUTDOOR SEATING				Commercial Furnishings
AWNINGS				New or Replacement
HURRICANE SHUTTERS			New Permanent on Commercial	Replacement or Installation of New Removable
FENCES, WALLS and GATES		Use of PVC Products -or- Corrugated Sheet Piling	New within Front Yard Setback	*In-Kind Replacement -or- New, Interior to Lot, Not on Property Lines -or- New on Side or Rear Property Lines with Neighbor Consent
MODIFICATIONS to ACTIVE DEVELOPMENT APPROVALS			Maximum of (4) per year	

ARCHITECTURAL REVIEW COMMISSION (ARCOM)				
PROJECT	COMMISSION REVIEW <i>Submit Development Review Application</i>		ADMINISTRATIVE REVIEW <i>Submit Administrative Review Application</i>	
	ARCOM MAJOR	ARCOM MINOR	CHAIR'S DISCRETION <i>Remands Application to Commission or Approves</i>	STAFF REVIEW
MECHANICAL EQUIPMENT <i>Condensing Units, Pool Equipment, Cooling Towers, and Generators over 100kW*</i> *101kW+ Generators are required to be housed in a building. See New Construction or Additions Row		New Equipment Visible from R-o-W		New Equipment Outside of Setbacks -or- Replacement of Equipment in Existing Location -or- New Mechanical Equipment Located within Setbacks with Neighbor Consent -or- Replacement Equipment in Non-Conforming Location with Neighbor Consent
SITE ALTERATIONS Hardscape <i>Driveways, Patios, Pools, etc.</i>		Substantial Alterations to Site Hardscape	Minor Alterations to Site Hardscape	Interior to Lot, Not Readily Visible from R-o-W
SITE ALTERATIONS Landscape		Substantial Alterations to Site Landscape	Alterations within Front Yard	Alterations On Side or Rear Property Lines with Neighbor Consent
ARTIFICIAL TURF		Front Yard or Readily Visible from R-o-W		Side and Rear Yards
LANDSCAPE LIGHTING				With ToPB Exterior Lighting Affidavit
SPORTS COURTS	Multifamily or Commercial Use	Single Family Use		
SIGNAGE	Illuminated			Non- Illuminated
STATUARY		Visible from R-o-W		Not Visible from R-o-W
VARIANCE	All Variance Requests and Corresponding Projects			

ADMINISTRATIVE REVIEW applications are subject to Chair and/or Staff design review and will require full compliance with Town of Palm Beach zoning. The Chair or his/her designee may remand the application to Commission Review at their discretion.

COMMISSION REVIEW applications are determined as Major or Minor projects. Please contact PZB Staff to schedule a pre-application meeting.

NEIGHBOR CONSENT is required for projects which may substantially impact neighboring properties. A completed Neighbor Consent Form provided by the Town shall be submitted with the Administrative Review application.

***Please note** that requests for in-kind replacements shall utilize the same or substantially similar product in size, design, and other visually related qualities as the existing feature. Documentation on the existing feature and replacement feature shall be provided. Alterations to multi-tenant buildings (condominiums, commercial, townhouses, etc.), require a signed approval letter from the building's governing body (HOA, Condo Association, etc.) as part of the application.