

TO: Mayor Danielle Moore and Town Council Members, Bobby Lindsay, President
Gail Coniglio, Chair, Planning and Zoning Commission
Wayne Bergman, Director of Planning, Zoning & Building
James Murphy, Deputy Director of Planning, Zoning & Building
Jennifer Hofmeister, Planner III

FROM: Sean S. Suder, ZoneCo, Lead Consultant

DATE: April 19, 2023

RE: Town of Palm Beach Zoning Code Review - Module III – “Codify” – Next Steps

ZoneCo commenced Module III – “Codify” in May 2023. This followed extensive work in Module I “Diagnose,” Module II “Calibrate,” and the public ideation of the 2023 “Designing Our Palm Beach Week” charrettes.

The zoning code review project has had numerous stops and starts largely due to the imposition of unexpected state law, seasonal pauses, and the necessary intervention of the comprehensive plan update.

In November 2023, ZoneCo delivered the North End study and introduced the draft residence districts to the Planning and Zoning Commission and Town Council.

In January 2024, ZoneCo delivered to the Town’s professional planning staff a Mid-Town commercial districts study memo, draft commercial standards calibrations, a Mid-Town commercial districts study, a draft introduction chapter, a draft nonconformities chapter, and a draft administration and procedures chapter.

In March 2024, we delivered a full draft of the commercial districts to Town professional planning staff.

At April’s Planning & Zoning Commission meeting, we revisited the residential districts and reviewed the Mid-Town commercial districts and South End studies. The full draft of the residential districts was inadvertently not included in the meeting packet and was re-sent to the Commission and Town Council for review and comment following the meeting.

The remaining chapters to be drafted include the generally applicable regulations, specific use standards, and the glossary. These chapters, along with revised residential and commercial districts, will be drafted in the coming months and a full administrative review draft of the code will be delivered to Town professional planning staff by August 31, 2024. This will allow for a review of the entire code document rather than a piecemeal review of individual sections – an approach like the comprehensive plan review process.

Upon delivery, Town Council will take the lead in determining next steps with respect to review and engagement following adoption of the updated comprehensive plan.