

TOWN OF PALM BEACH

Information for Town Council D. R. Meeting on: August 12, 2024

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Director of PZB ^{WJB} and James Murphy, Asst. Director of PZB ^{JM}

Re: Draft Ordinances to Create a Shortened Land Use Application for Certain ARCOM Minor Projects (Ord. No. 028-2024) and LPC Single-Family Home Projects (Ord. No. 029-2024) – AND – Revisions to the Project Designation Matrix– Res. No. 17-2024

Date: July 18, 2024

STAFF RECOMMENDATION

The two goals with this item are to create a shorter, simplified process for small ARCOM Minor projects and Landmark Preservation Commission (LPC) single-family home projects – AND – to bifurcate the Project Designation Manual aka “design matrix” into separate ARCOM and an LPC workflows to be more relevant and user-friendly for all involved in the design review process. Staff recommends that the Town Council approve on First Reading the two proposed ordinances, detailed below, and adopt the proposed resolution to revise the Project Designation Matrix, formerly referred to as the ARCOM Project Designation Manual, as presented.

GENERAL INFORMATION

SHORTENED, SIMPLIFIED MINOR PROJECT NOTICE REQUIREMENTS:

As you know, a few years ago the Town Council supported uniform notice requirements for all ARCOM, LPC and Town Council incoming applications. Staff worked to create a process that was uniform for all applications. These changes placed a 30-day notice in the codes for mailing and newspaper advertisements. Since this time, criticism has been heard coming from the development community that the new land use process, with the 30-day notice, has created a lengthier process for applicants. ARCOM members have explained this concern at public meetings. And Councilman Ted Cooney last month asked staff if we could propose a more simple, quicker process for minor applications.

Staff created a new category of simple ARCOM Minor projects, called ARCOM Minor Shorts. This category of simple projects would be listed in the revised Project Designation Matrix and mandated to require only a 15-day notice. Changes to the application process and calendar, including the removal of two weeks (15-days) of notice could shorten these applications by almost a month. On the Landmark side of the Matrix, all single-family homes would be subject to the new 15-day notice and simplified process.

Two ordinances are proposed for your consideration. Ord. No. 028-2024 would make a small series of changes to Chapter 18, Buildings and Building Regulations relative to ARCOM

applications. Ord. No. 029-2024 would revise that all single-family landmarked and historically significant building applications would be subject to the shortened, simplified process.

GENERAL INFORMATION
PROJECT DESIGNATION MATRIX:

In 2015, the Project Designation Manual was first adopted by Resolution by Town Council, pursuant to Resolution # 037-2015; later amended on August 12, 2020, May 12, 2021, and July 13, 2022, which summarizes the classification of projects to assist applicants in determining the type of architectural review required for their project.

The modifications proposed are slight as they pertain to the bifurcation, or separation, between the two design Commissions.

The most recent draft of the Matrix incorporates a new category of applications—ARCOM MINOR SHORT—that will have a shortened 15-day notice requirements to the Town’s adopted Uniform Development Review Procedure, as presented at the June 12, 2024, Town Council meeting. Additionally, staff proposes a similar shortened notice requirement for landmarked and historically significant single-family residences, to facilitate those homeowners’ seeking improvements.

Descriptions are provided as examples only and are not intended to be all-inclusive. The Director of the Planning, Zoning and Building Department, or his or her designee, may determine that the particular characteristics of a proposed project may warrant notice and/or further review by the Commission.

Attached: Draft Ord. No. 028-2024 – ARCOM
 Draft Ord. No. 029-2024 – LPC
 Draft Resolution 17-2024 – Project Designation Matrix
 Proposed Project Designation Matrix
 Currently Adopted LPC/ARCOM Designation Manual