

TOWN OF PALM BEACH

Information for Town Council D. R. Meeting on: August 12, 2020

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Acting Director of Planning, Zoning & Building



Re: Arcom Project Designation Manual, Staff Approvals, & New Matrix – Res. No. 58-2020

Date: July 30, 2020

GENERAL INFORMATION

One of the more challenging tasks in the Planning, Zoning and Building Department is the review of “administrative /staff approval” requests. In the recent past, there have been staff approvals that later are found to have altered earlier-approved Arcom or Landmark projects, sometimes in conflict with zoning regulations, or to the detriment of the project or to neighboring properties.

In an effort to minimize the likelihood of these staff approvals from becoming contentious or altering earlier-approved projects of distinction, staff wanted to better define the parameters of what can be, and what cannot be, staff approved.

The Town has an Arcom Project Designation Manual, which is the guide as to the category of construction and renovation projects that are presented to the Town. The manual lists major projects, minor projects with and without notice, and staff approval projects. This manual, at times, has also been used to determine whether projects on Landmarked properties are presented to the Landmarks Preservation Commission (LPC) as a full COA, or if they can be handled as a staff / administrative approval. The manual was last updated and approved by Town Council in 2015.

The attached changes to the manual were initially proposed by staff and have been presented to both the Architectural Review and Landmarks Preservation Commissions for review and for feedback over the past two months. Feedback from Commissioners has been received and is incorporated into the revised manual. In addition, the information contained in the manual is presented in a new matrix, broken out for both Arcom and LPC, which we believe will be easier for department staff and for customers to use.

At this time, the changes are complete and the manual, and new matrix, are ready for Town Council review. If acceptable, the updated manual should be adopted by the Town Council. Resolution 58-2020 is attached.

As you may also know, the department now provides both Arcom and Landmarks Commissions with a monthly list of all staff approvals that were received and processed. We have done this for the last three months and will continue to do this monthly. This provides better transparency as to the scope of the staff approvals, keeps the Commissioner updated on continuing projects, and provides for the ability of appeal if a staff approval is found to be unwarranted.

Attached: Resolution 58-2020
 Draft Changes to the Arcom Project Designation Manual
 New Matrix