

# TOWN OF PALM BEACH

Information for Town Council Meeting on: April 14, 2021

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To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

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

CC: James Murphy, Asst. Director of PZB

Re: Proposed PZB Development Review Application Changes

Date: March 29, 2021

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## **BACKGROUND**

I believe that you will agree that last month James Murphy provided an excellent presentation to you regarding changes that are planned or underway within the PZB department to in an effort to provide a higher level of customer service and to provide clearer and more concise notice to residents who may be affected by development and redevelopment on neighboring properties. With your support, over the past month we have begun issuing development orders for Arcom and Landmarks approved projects. We are working on the introduction of simple staff memo for each major application. James has created a brand new uniform land use application and uniform checklist that will spell out for any project exactly what plans, forms, and reports are required to be submitted to constitute a “complete” application. We have interviewed and made an offer to another planner (Planner II) and are recruiting for a Zoning Technician to begin handling the high volume of “staff approval applications”, which in turn will free up the other planning staff to focus on the major applications. The next step is to modify the deadline schedule for application submittals.

As discussed with you last month, we can only move forward when certain notice features found in the Town Code are amended. We propose the adoption of three ordinances, which each modify a chapter of the code that regulates notice. We are deleting existing notice language and introducing uniform language in Chapter 18 (Arcom), Chapter 54 (Landmarks COA) and Chapter 134 (Zoning – special exceptions, variances and site plans). These three draft ordinances are attached. For clarification, we have included the full text changes with staff comments, and the final code versions. Nothing in the codes are reduced regarding required notices, and a few notice provisions are being increased in time.

It is normal to have application timelines and notice requirements listed in the code. However, in Palm Beach, the current code sections have been crafted to include not only those requirements, but also a fair amount of what should be “department policy”. Chapter 18 (Arcom), 54 (Landmarks), and 134 (Zoning) all require substantial editing to remove unneeded policy matters

and place consistent application times and notice requirements within each chapter.

These three ordinances have been reviewed by Skip Randolph for legal sufficiency. With your support, these three ordinances are ready for First Reading.

Attachment – DRAFT Ordinances 06-2021, 07-2021, & 08-2021, w/ Exhibits