

# TOWN OF PALM BEACH

Information for Town Council Meeting on: May 12, 2021

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To: Mayor and Town Council

From: Laura Groves van Onna, Historic Preservation Planner, PZB

Cc: Kirk Blouin, Town Manager  
Wayne Bergman, Director of PZB

Re: Revisions to Project Designation Manual & Guide

Date: March 30, 2021

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## **EXECUTIVE SUMMARY**

Staff has considered updates to the current Architectural Commission (ARCOM) Project Designation Manual (Manual), based on direction from the Town Council, and by extension the Project Designation Guide for ARCOM & Landmarks Preservation Commission (LPC) (Guide). The proposed updated versions present an effort to simplify language and formatting, to reduce redundancies, and to reconcile any inconsistencies between the current Manual and Guide – while making necessary adjustments or providing further clarification to project classifications.

## **BACKGROUND**

Prior to submitting these updated documents to the Town Council for approval, Staff worked internally and consulted with each design review commission at their recent regularly scheduled meetings in February and March 2021 in effort to optimize these documents for everyone's use. Enclosed, please find an updated version of the Manual with strikethroughs and updated versions of the Manual and Guide with reformatting. All proposed policy updates in the strikethrough version of the Manual are highlighted. All proposed policy updates in the reformatted versions of the Manual and Guide are in red. Otherwise, the content is consistent with the current versions of these documents, which are also enclosed.

Proposed policy updates and further clarifications to the current versions of these documents include the following:

- No more than three staff approval applications will be considered for one property within a six-month period.
- In kind replacement (same design, same materials, same color) of architectural and site features – for the purposes of maintenance – requires review through staff approval for Landmarks or Historically Significant Buildings; it does not require review for all other properties.

- Installation of new, or expansion of existing dock – including boat lifts does not require design review.
- **Addition**
  - First-story greater than 400 SF or second-story 150 SF or less, on single-family residence and not visible from public right-of-way – Minor Project without Notice
  - First-story on single-family residence, not visible from public right-of-way, and 400 SF or less – Staff Approval
- **Awning** - New or changes
  - Not on single-family residence and visible from public right-of-way – Certificate of Appropriateness
- **Demolition** – Certificate of Appropriateness
- **Driveway** – Changes to design or material
  - Substantial – Minor Project without Notice / Certificate of Appropriateness
  - Non-substantial – Staff Approval
- **Fencing (PVC)**
  - Not visible from public right-of-way and not on single-family residence – Minor Project without Notice
  - Not visible from public right-of-way and on single-family residence – Staff Approval
- **Garage Door** - Changes to design or material
  - Visible from public right-of-way – Minor Project without Notice
- **Gate (Driveway)**
  - New – Minor Project with Notice
- **Hardscape / Landscape / Landscape Lighting**
  - Changes to plans previously approved by the Commission and visible from public right-of-way – Minor Project without Notice
- **Roof / Siding** - Changes
  - Changes to material and not on single-family residence; Substantial changes to design or materials on single-family residence – Minor Project without Notice
- **Statue / Fountain**
  - Visible from public right-of-way or more than 6 feet in height – Certificate of Appropriateness

## **RECOMMENDATION**

The primary goal within this update process is to make the Manual and Guide more currently relevant and user-friendly for all involved in the design review process. This will continue to be the goal through periodic reassessment as needed. Staff recommends that Town Council approve the Manual and Guide as revised.