



KEITH SPINA
TAMMY O'ROURKE
WILLIAM CALDWELL
JESSICA GOMES

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REVISED TO INCLUDE TOWN SERVING CRITERIA

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Town of Palm Beach
360 S. County Road
Palm Beach, FL 33480

Project: 239 S County Rd, Palm Beach, FL
Zoning Case Number: Z-22-111

We are pleased to submit the accompanying drawings for our project at 239 S County Rd, Palm Beach, FL. The scope of this application includes the interior tenant improvement to an existing 855 SF suite on the Ground Floor and the combination of (4) existing office suites and associated common area totaling 4,020 SF on the Second Floor for a total of 4,875 SF tenant improvements in an existing building.

Please note the following as it relates to this application:

- A. Landmarks Preservation in accordance with Section 54-122 and/or Section 54-161.
 - a. Not Applicable.
- B. Architectural Review in accordance with Section 18-205 and/or Section 18/206.
 - a. Not Applicable.
- C. SPECIAL EXCEPTION 134-229: Request for Special Exception approval for an office use on the 2nd floor in excess of 3,000 SF of gross leasable area in the C-TS Zoning District.
 - 1. The use is a permitted special exception use as set forth in article VI of this chapter.
 - 2. The use is so designed, located and proposed to be operated that the public health, safety, welfare and morals will be protected.
 - 3. The use will not cause substantial injury to the value of other property in the neighborhood where it is to be located.
 - 4. The use will be compatible with adjoining development and the intended purpose of the district in which it is to be located.
 - 5. The use will comply with yard, other open space, and any special requirements set out in article VI for the particular use involved. The use will meet requirements of Sec.134-2016.
 - 6. The use will comply with all elements of the comprehensive plan.
 - 7. The use not result in substantial economic; noise, glare, or odor impacts on adjoining properties and properties generally in the district.
 - 8. Adequate ingress and egress to property and proposed structures thereon and offstreet parking and loading areas will be provided where required, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - 9. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, and economic impact shall be compatible and in harmony with properties in the district. No additional signage or lighting is proposed.
 - 10. Location, availability and compatibility of utility service for the use shall be satisfactory to ensure health and safety. Utility services are existing.
 - 11. Refuse and service areas for the use shall not adversely affect automotive and pedestrian safety and convenience, traffic flow and control, or access in case of fire or catastrophe.
 - 12. Palm Beach Club Services LLC is not open to the public nor would it be subject to foot traffic coming and going. Palm Beach Club Services has one existing client which is the Carriage House private club. Since this club is located in the Town of Palm Beach this would count as being "town serving". A more detailed explanation is attached hereto as Exhibit "A".

13. If historic/specimen trees are located on the subject property, the location of said historic/specimen trees shall be identified on a signed and sealed survey. In addition, adequate landscaping, screening and barricade protection of historic/specimen trees shall be demonstrated to be provided as required in this chapter. N/A

14. The proposed use will not place a greater burden than would be caused by a permitted use on municipal police services due to increased traffic or on fire protection services due to the existence of or increased potential for fire/safety code violations.

D. SITE PLAN REVIEW 134-329

1. The Owner of the property is Wells Fargo Bank NO and the applicant is Palm Beach Club Services LLC.

2. Intensity of use and/or purpose of the proposed development in relation to adjacent and nearby properties and the effect thereon; provided, however, that nothing in this subsection shall be construed as granting the town council the authority to reduce residential densities below that permitted by the use regulations in article VI of this chapter. The intensity of use remains unchanged.

3. Ingress and egress to the property and the proposed structure thereof, with particular reference to automotive and pedestrian safety; separation of automotive traffic; traffic flow and control; provision of services and servicing of utilities and refuse collection; and access in case of fire, catastrophe or emergency. Ingress and egress remain unchanged.

4. Location and relationship of off-street parking and off-street loading facilities to thoroughfares and internal traffic patterns within the property, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and screening and landscaping. Off-street loading and internal traffic patterns will remain unchanged.

5. Proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the property boundaries remain unchanged.

6. Manner of drainage on the property, with particular reference to the effect of provisions for drainage on adjacent and nearby properties and the consequences of such drainage on overall town capacities. Property drainage system is not affected by this proposal.

7. Utilities, with reference to hook-in locations and availability and capacity for the uses projected. Utilities are existing.

8. Recreation facilities and open spaces, with attention to the size, location and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties. N/A.

9. The proposed office use will not have a negative visual impact on the surrounding neighborhood.

Very truly yours,

A handwritten signature in black ink, appearing to read 'K. M. Spina', with a stylized flourish at the end.

KEITH M. SPINA
CEO

EXHIBIT "A"**Palm Beach Club Services Business Description**

Palm Beach Club Services LLC was established in 2021 to provide operational management and oversight services to high end member clubs. As a club management company (similar to Troon or Masterlink), Palm Beach Club Services LLC provides a variety of customary management, administrative, and other operational oversight services to its clients including but not limited to the following:

1. Maintaining financial records, books, and accounts
2. Developing and implementing marketing and PR strategies
3. Managing billing, invoicing, and related administrative and accounting functions
4. Implementing financial controls and reporting systems
5. Providing human resource functions including payroll processing and ensuring compliance with state and federal labor laws
6. Training staff and culture development / implementation
7. Preparing annual budgets and operating plans
8. Overseeing and driving capex and other investment initiatives
9. Optimizing operating performance, setting pricing, and strategic planning
10. Managing membership sales and ensuring member satisfaction

Palm Beach Club Services LLC currently services one client – the Carriage House – under a management agreement. The company's intent is to eventually expand its client basis to provide club management services to other high end member clubs, restaurants, and hospitality industry operators in the Palm Beach area.

For purposes of clarification, the proposed office space will not be accessible or in any way available to the members or patrons of Carriage House or any other members or patrons of future clients. No services of any kind will be provided from the proposed office space to the membership of Carriage House. The proposed office space is intended to be occupied ONLY by Palm Beach Club Services employees (estimated to be between 10-15 people) who will be providing the aforementioned administrative functions for Carriage House and any future clients.