



**TOWN OF PALM BEACH**  
Planning, Zoning & Building Department  
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PLANNING, ZONING, & BUILDING DEPARTMENT  
PZ&B Staff Memorandum: Town Council Development Review

TO: Mayor and Town Council

FROM: Wayne Bergman, MCP, LEED-AP  
Director PZ&B

SUBJECT: ZON-23-002 (ARC-22-241) 624 ISLAND DR (COMBO)

MEETING: JANUARY 11, 2023

**ZON-23-002 (ARC-22-241) 624 ISLAND DR (COMBO)—VARIANCES.** The applicant, Holly Ann Bartlett, as Trustee of the 1220 South Ocean Boulevard Trust dated May 23, 2013, has filed an application requesting Town Council review and approval Variances (1) to exceed the maximum amount of lot coverage and (2) to exceed the maximum amount of Cubic Content Ratio (CCR) in the R-B zoning district in conjunction with the enclosure of an existing open-air courtyard of a two-story residence with a new skylight. The Architectural Commission will perform design review of the application.

**ARCOM NOTICE:**

**ARC-22-241 (ZON-23-002) 624 ISLAND DR (COMBO).** The applicant, Holly Ann Bartlett, as Trustee of the 1220 South Ocean Boulevard Trust dated May 23, 2013, has filed an application requesting Architectural Commission review and approval for the construction of a new skylight atrium enclosing an existing open-air interior courtyard to an existing two-story residence. This is a combination project that shall also be reviewed by Town Council as it pertains to zoning relief/approval.

Applicant: Holly Ann Bartlett  
Professional: Smith and Moore Architects Inc.

**HISTORY:**

A new two-story residence designed by Smith and Moore was reviewed and approved by ARCOM at the July 2018 meeting, pursuant to ARC File # B-071-2018.

**THE PROJECT:**

The applicant has submitted plans, entitled "624 Island Drive", as prepared by **Smith and Moore Architects Inc.**, dated October 24, 2022.

The following is the scope of work:

- Construction of a rooftop atrium skylight to an existing two-story residence with an existing open-air courtyard, including variances for lot coverage, and cubic content ratio (CCR).

Site Data

<b>Zoning District</b>	R-B	<b>Lot Size (SF)</b>	20,929 SF
<b>Future Land Use</b>	SINGLE FAMILY	<b>Year Built</b>	2021
<b>Lot Coverage</b>	Permitted: 25% (5,232 SF) Existing: 24.99% (5,228 SF) Proposed: 26.3% (5,508 SF) <i>Variance Requested</i>	<b>Cubic Content Ratio (CCR)</b>	Permitted: 3.89 Existing: 3.85 CCR Proposed: 4.14 CCR <i>Variance Requested</i>
<b>Surrounding Properties / Zoning</b>			
<b>North</b>	1954 One-story residence / R-B		
<b>South</b>	2016 Two-story residence / R-B		
<b>East</b>	Intracoastal Waterway		
<b>West</b>	1966 Two-story residence / R-B		

**STAFF ANALYSIS**

A preliminary review of the project indicates that the application, as proposed, appears to be inconsistent with the following sections of the Town zoning code:

- **Variance 1:** Section 134-893(a)(i)(e) and 134-843(a) (ii). Variance to exceed lot coverage for a two-story building of 26.3% in lieu of 24.99% existing and 25% maximum permitted.
- **Variance 2:** Section 134-893(13). Variance to exceed cubic content ratio (CCR) of 4.14 vs 3.85 existing and 3.89 maximum permitted.

The application is for the installation of a new construction of a new 280 SF glass skylight measuring 20' x 14' that will enclose an existing open-air courtyard. Due to the size of the lot, greater than 20,000SF in the R-B zoning district, the lot coverage is limited to 25%. The original design was proposed and built at 24.9%, or 5,228 SF of air-conditioned space. Reviewed in 2018, the two-story residence was designed at the maximum lot coverage and the existing open air courtyard was exempt from the lot coverage calculations. Approval of the double height skylight would also increase the CCR by a considerable amount as the "room" that would be added to the CCR would have a 21'-5" ceiling. There is no denying that the proposal is not visible from any right-of-way, and generally imperceptible except to those courtyard users, the variance request would grant this property other zoning permissions than other properties to exceed thresholds of both regulations. And while it certainly may be argued that the proposal has zero visual negative impact to neighboring properties, it may create a precedent for construction over the codified limitations in the immediate area. No demonstrated hardship has been provided by the applicant, as such, staff cannot support the variance request.

WRB/JGM