



**TOWN OF PALM BEACH**  
Planning, Zoning & Building Department  
360 South County Road  
Palm Beach, FL 33480  
(561) 838-5431 • [www.townofpalmbeach.com](http://www.townofpalmbeach.com)

PLANNING, ZONING, & BUILDING DEPARTMENT  
PZ&B Staff Memorandum: Architectural Commission (ARCOM)

TO: ARCOM Chairperson and Members

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

SUBJECT: ARC-23-051 310 POLMER PARK RD

MEETING: APRIL 26, 2023

**ARC-23-051 310 POLMER PARK RD.** The applicant, Jennifer O'Scannlain, has filed an application requesting Architectural Commission review and approval for window, door, and garage door replacement to impact resistant, the redesign of a rear garden to include a new spa, paving, breakfast terrace, outdoor bar area, generator rotation, and new landscaping.

Applicant: Jennifer O'Scannlain  
Professional: Bartholomew + Partners

**THE PROJECT:**

The applicant has submitted plans, entitled "310 Polmer Park Road", as prepared by **Bartholomew + Partners** dated March 14, 2023.

The following is the scope of work:

- Window replacement, garage door replacement.
- Redesign of rear garden area including generator rotation and new landscaping.

Site Data			
Zoning District	R-B	Future Land Use:	SINGLE FAMILY
Lot Size	15,849 SF	Front Yard Open Space	Existing: 31.35% (831 SF) Proposed: 31.47% (834 SF)
Lot Coverage	Existing: 33.11% (5,292 SF) Proposed: 33.11% (5,292 SF)	Landscape Open Space (LOS)	Existing: 45.59% (3,323 SF) Proposed: 46.74% (3,334 SF)
Surrounding Properties / Zoning			
North	Vacant / R-B		
South	1954 Two-story residence / R-B		
East	1962 One-story residence / R-B		
West	1966 One-story residence / R-B		

**STAFF ANALYSIS**

This application is presented to the Commission to consider whether all of the criteria in Sec. 18-205 have been met. The scope of work exceeds what may be reviewed and approved at the

administrative level according to the ARCOM Designation Manual. A preliminary review of the project indicates that the application, as proposed, is consistent with the Town zoning code.

The minor applications includes some sitework redesign in the rear yard and alterations to windows along the front and sides of the existing Regency style residence. Additionally, the application includes changing the front loaded two-car garage, visible from the right-of-way.

WRB:JGM