

TO: Mayor Danielle Moore and Town Council Members, Margaret Zeidman, Chair
Wayne Bergman, Director of Planning, Zoning & Building
James Murphy, Deputy Director of Planning, Zoning & Building
Jennifer Hofmeister, Planner III

FROM: Sean Suder, ZoneCo, Project Manager

COPY: Gail Coniglio, Chair, Planning and Zoning Commission
Joe Nickol, Yard & Company

DATE: June 27, 2023

RE: Town of Palm Beach Zoning Code Review - Module III – “Codify” - Revised Work Plan/Schedule

ZoneCo and our project partners are pleased to have commenced Module III – “Codify” on May 9, 2023. This follows extensive work in Module I – “Diagnose” and Module II – “Calibrate.” The Codify module follows the productive public ideation of the “Designing Our Palm Beach Week” Charrettes, which took place in late February 2023. The Codify module will be followed by Module IV – Adopt, the timing of which is to be determined.

We had put together an aggressive schedule of P&Z Commission and Town Council work sessions to be held from June through November 2023. This schedule was in response to the Town’s direction to work against an April 2024 adoption deadline. This deadline is no longer in place and per Town Council’s direction we are proposing an alternative project schedule as follows:

We propose the following schedule of draft deliverables based on the table of contents including with the Diagnostic Report:

Administrative Drafts	Draft Delivery Date to Town Staff	Town Staff Review Completed	Complete Administrative Draft
Residential Zoning Districts	September 30, 2023	November 1, 2023	December 31, 2023
Non-Residential Zoning Districts	March 2024	April 2024	May 2024
Generally Applicable Regulations; Introduction; Nonconformities; Glossary	July 2024	September 2024	November 2024
Full Public Review Draft November 1, 2024			

We propose holding monthly listening sessions of key constituent groups to be held at the regularly scheduled P&Z meeting. Each meeting with address where we have been, where are planning to go, and address certain issues important to the constituency (in no particular order):

P&Z Meeting	
Architects and Designers	November 2023
Building Contractors and Developers	December 2023
Historic Preservationists	January 2024
Realtors	February 2024
Business Associations	March 2024
Civic, Cultural, and Institutional	April 2024

We look forward to your comments and discussion.

Thank you,

ZoneCo Palm Beach Team