

TOWN OF PALM BEACH

Information for Town Council Meeting on: March 12, 2024

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Director of Planning, Zoning & Building

Re: Resolution 017-2024 – Revisions to Project Designation Manual & Matrix

Date: February 29, 2024

STAFF RECOMMENDATION

The primary goal with this update is to bifurcate the project designation manual aka “design matrix” into separate ARCOM and an LPC work flows to be more relevant and user-friendly for all in involved in the design review process. This will continue to be the goal through periodic reassessment as needed. Staff recommends that the Town Council approve the revised Project Designation Manual as presented.

GENERAL INFORMATION

In 2015, the Project Designation Manual was first adopted by Resolution by Town Council, pursuant to Resolution # 037-2015; later amended on August 12, 2020, May 12, 2021, and July 13, 2022, which summarizes the classification of projects to assist applicants in determining the type of architectural review required for their project.

Staff worked internally and presented to both design review commission in late 2023 to optimize these documents for everyone’s use. Enclosed, please find a new version of the Matrix along with the most recently updated version (July 2022) of the Designation Manual and Guide.

The modifications proposed are slight. One specific line item identifies square footages for one-story accessory structures and their associated level of design review. The primary purpose of the modification is to bifurcate the document for LPC and ARCOM to provide applicants a clearer understanding of which Design Commission the project will correlate with.

Descriptions are provided as examples only and are not intended to be all-inclusive. The Director of the Planning, Zoning and Building Department, or his or her designee, may determine that the particular characteristics of a proposed project may warrant notice and/or further review by the Commission.

FUNDING/FISCAL IMPACT

No fiscal impact with the proposed resolution.

REQUESTED ACTION

Resolution No. 017-2024 is ready for your consideration and approval.

Attachments: Draft Resolution No. 017-2024 with Exhibit A
Currently Adopted LPC/ARCOM Designation Manual