

**PLANNING AND ZONING BOARD**  
**Regular Meeting**  
**May 22, 2024**  
**247 Edwards Lane / Palm Beach Shores, FL 33404**  
**6:30 P.M.**

**Chairman Janet Kortenhaus**  
**Vice Chairman Kevin Banks**

Member Tony Lembo  
Member Weston Gracida  
Member Anastasia Stogiannis-Karloutsos  
Alternate Member (vacant)  
Alternate Member (vacant)

Town Attorney, Dylan Brandenburg  
Josh Nichols, Zoning Official  
Rob Rennebaum, Engineer  
Town Clerk, Jude M. Goudreau

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**PUBLIC PARTICIPATION MAY OCCUR REMOTELY**

**Meeting link:**

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m9c6c24fa76546696e183ae0eb6f1de04> Meeting number: 2630 558 6248 Password: 0522  
Join by phone +1-408-418-9388 United States Toll Access code: 263 055 86248

**AGENDA**

**1. CALL TO ORDER:**

- a. Pledge of Allegiance
- b. Roll Call

**2. APPROVAL OF MEETING AGENDA: (Additions, substitutions, deletions)**

**3. APPROVAL OF CONSENT AGENDA:**

- a. Approve April 24, 2024, P&Z Meeting Minutes.

**4. ACTION ITEMS:**

- a. **SPR24-02/AAR24-02:** Kristopher Lynn, owner of 131 Claremont Lane requests Site Plan Review and Architectural & Aesthetic Review Approval to install pavers for a patio and walkway.

**5. PUBLIC COMMENT:**

**6. DISCUSSION ITEMS:**

- a. Building Department Development Project Update (*Orlando Rodriguez, Building Department*)

**7. ADJOURNMENT:**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.



**PLANNING AND ZONING BOARD  
REGULAR MEETING  
MINUTES  
April 24, 2024**

**CALL TO ORDER**

The meeting was called to order at 6:32 p.m. by Chairperson Janet Kortenhaus. The meeting was held in the Commission Chambers of Town Hall at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Jude Goudreau called the roll. Chairman Janet Kortenhaus, members Anastasia Stogiannis-Karloutsos and Weston Gracida, Town Attorney Dylan Brandenburg, Zoning Official Josh Nichols, and Town Engineer Rob Rennebaum were all present.

**APPROVAL OF MEETING AGENDA:** (Additions, substitutions, deletions)

**MOTION:** Anastasia Stogiannis-Karloutsos made a motion to approve the agenda.

**SECOND AND VOTE:** Weston Gracida seconded the motion, which passed unanimously by those present.

**CONSENT AGENDA:**

- a. Approve March 27, 2024, P&Z Meeting Minutes.
- b. Approve March 27, 2024, P&Z Reorganization Meeting Minutes.

**MOTION:** Anastasia Stogiannis-Karloutsos made a motion to approve the consent agenda.

**SECOND AND VOTE:** Weston Gracida seconded the motion, which passed unanimously by those present.

**ACTION ITEMS:**

Attorney Brandenburg swore all the applicants and staff in before the Board heard the action items.

- a. **SPR24-07/AAR24-07:** Dimitri Nicholas, Owner of 315 Inlet Way, requests Site Plan Review and Architectural & Aesthetic Review Approval to install a new 26Kw emergency generator with natural gas hookup on the east side of the property.

**Motion:** Weston Gracida made a motion to approve the plans without conditions.

**Second and Vote:** Anastasia Stogiannis-Karloutsos seconded the motion, which passed unanimously by those present.

- b. **SPM24-01/AAR24-06:** Buccaneer Unit A LLC, Owner of 142 Lake Avenue, requests Site Plan Modification, Architectural Review, & Aesthetic Review to remove the existing 18-slip residential/mixed-use marina and replace it with a new 27-slip commercial marina with two (2) marginal docks to provide fuel sales, charters, accessory on-shore retail and eating facilities.

**MOTION:** Anastasia Stogiannis-Karloutsos made a motion to approve the plans with the following conditions:

- 1. The Applicant shall provide a completed page 11 of the development application before building permit issuance.

2. Certificate of Completion/Certificate of Occupancy shall not be issued until the Applicant demonstrates, to the satisfaction of the Town Zoning Official, that the offsite parking lot at the Island Chapel Property is available for Buccaneer commercial dock/marina patronage parking.

3. Per Pf. 7.13 of the Town Code, valet parking is hereby prohibited unless specifically approved by the Town Commission as part of a site plan review or site plan modification. Any valet parking onsite must be reviewed and approved by the Town Commission prior to utilization.

4. A knee wall has been constructed on the south side of the building, which encroaches into the existing 14' access easement (shared with property to the South). Prior to the issuance of a Certificate of Completion or Certificate of Occupancy for the commercial dock/marina, a site plan amendment is required to add the existing wall to the site plan or remove it.

**SECOND AND VOTE:** Weston Gracida seconded the motion, which passed unanimously by those present.

**PUBLIC COMMENT:** Ray Woloszak commented that he was concerned about parking in the seasonal months and concerned about pedestrian and bicycle traffic at the Buccaneer.

**DISCUSSION ITEMS:**

Building Department Update. The Board discussed the Building Department Update provided by Orlando Rodriguez.

**ADJOURNMENT:**

**Motion:** Weston Gracida made a motion to adjourn the meeting at 7:10 p.m.

**Second and Vote:** Anastasia Stogiannis-Karloutsos seconded the motion, which passed unanimously by those present.

**APPROVED** this 22<sup>nd</sup> day of May 2024.

ATTEST:

\_\_\_\_\_  
Jude Marie Goudreau, Town Clerk

\_\_\_\_\_  
Janet Kortenhaus, Chairperson

(Seal)



## DEVELOPMENT APPLICATION

TOWN OF PALM BEACH SHORES  
247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
(561) 844-3457

MAY 3 2024

P42  
MAY 22<sup>nd</sup>

OWNER/APPLICANT: Kristopher Lynn

PROJECT ADDRESS: 131 Claremont Lane

APPLICATION NO.: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

### TYPE OF APPROVAL(S) REQUESTED (Check box(es) ☒)

ADMINISTRATIVE APPEAL		SITE PLAN MODIFICATION (14-62)	
ARCHITECTURAL AND AESTHETIC REVIEW (Pf. 14-86)	✓	SITE PLAN REVIEW (14-62)	✓
COMPREHENSIVE PLAN AMENDMENT (Pf. 17.3(B))		SPECIAL EXCEPTION (Pf. 15.8)	
PLAT APPROVAL		VARIANCE (Pf. 15.4)	
REZONING (Pf. 17.3(B))		ZONING TEXT AMENDMENT (Pf. 17.3(B))	

	PROPERTY OWNER(S)	APPLICANT (If different than Owner(s))
NAME:	Kristopher Lynn	SNS Pavers Inc.
ADDRESS:	131 Claremont Lane Palm Beach Shores 33404	6903 Vista Pkwy. N. # 8 West Palm Beach, FL 33411
PHONE:	843-290-1938	561-640-3223
EMAIL:	LynnKris44@yahoo.com	Support@SNSPavers.com

	AGENT (If different than Owner(s))	CURRENT OCCUPANT (If different than Owner(s))
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	PLANNER	DEVELOPER
NAME:	n/a	n/a
ADDRESS:		
PHONE:		
EMAIL:		

	ARCHITECT	LANDSCAPE ARCHITECT
NAME:	n/a	n/a
ADDRESS:		
PHONE:		
EMAIL:		

	SURVEYOR	ATTORNEY
NAME:	n/a	n/a
ADDRESS:		
PHONE:		
EMAIL:		

	ENGINEER (USE ADD'L SHEET FOR MULTIPLE ENGINEERS)	
NAME:	n/a	n/a
ADDRESS:		
PHONE:		
EMAIL:		



## OWNER ACKNOWLEDGMENT & CERTIFICATION

I (We) affirm and certify that I (We) understand and will comply with all provisions and regulations of the Town of Palm Beach Shores, Florida. I (We) understand that if this Application is approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Palm Beach Shores and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Ordinance. I (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of my (our) knowledge and belief. Further, I (We) understand that this Application and attachments become part of the Official Records of the Town of Palm Beach Shores, Florida and are not returnable. I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

1. Owner acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. **may not cover all review costs**. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultant costs) will be sent to the applicant upon completion of the review process. Owner accepts financial responsibility for all costs incurred as a result of this Application.
2. A construction schedule is required of all developers during the development process. The Planning and Zoning Board must approve your proposed construction schedule.
3. The Town requires payment of impact fees for floor area added during the development, re-development or renovation of a property. These impact fees will be used to pay for capital improvements relative to Fire Protection, Police Protection, Parks & Recreation and Public Buildings. Impact fees must be paid to the Town before a Certificate of Occupancy will be issued.
4. Roll-off dumpsters for construction/demolition debris and solid waste must be rented through the Town's contracted solid waste hauler, Waste Management.
5. Final as-built plans must be submitted to the Town in digital form, preferably in PDF format.

By signing below, I acknowledge that I have read and understand the five (5) items listed above.

  
\_\_\_\_\_  
Signature of Owner

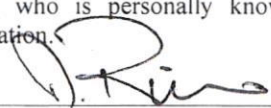
4-10-24  
\_\_\_\_\_  
Date

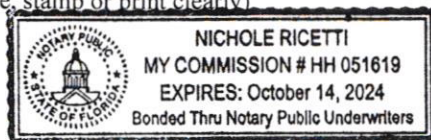
Christopher Lynn  
\_\_\_\_\_  
Printed Name of Owner

### STATE OF FLORIDA PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 10th day of April, 2024,  
by Christopher Lynn who is personally known to me or has  
produced DL (type of identification) as identification.

\_\_\_\_\_  
(Name - type, stamp or print clearly)

  
\_\_\_\_\_  
(Signature)




NOTARY'S SEAL

## AUTHORIZATION OF AGENT & ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit it person all material pertaining to the Application. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified.

This form shall serve as consent for the agent identified below to prepare or have prepared all documents for the Application affecting property I (We) have an ownership interest in.

I (We) hereby designate and authorize the below-signed person to act as my (our) agent in regard to this Application and accept financial responsibility for any costs incurred by the agent as a result of this Application. Further, I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.


  
\_\_\_\_\_  
Signature of Owner or Trustee

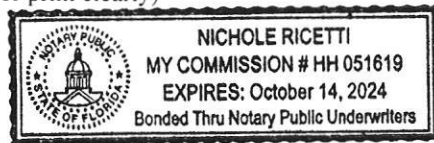
4-10-24  
\_\_\_\_\_  
Date

### STATE OF FLORIDA PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 10<sup>th</sup> day of April, 2024,  
by Kristopher Lynn who is personally known to me or has produced DL (type of identification) as identification.

\_\_\_\_\_  
(Name - type, stamp or print clearly)

  
\_\_\_\_\_  
(Signature)



NOTARY'S SEAL

### Agent Information:

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

## PROCEDURES AND TIMELINES

All development applications required to be submitted to the Planning and Zoning Board for review (Site Plan Review, Site Plan Modification, Architectural and Aesthetic Review, Special Exceptions and Variances) will be subject to the following procedures:

1. Development Review Committee ("DRC") review is regularly scheduled for the first Wednesday of each month at 2:00 pm. In order to be placed on the DRC agenda, a complete application must be submitted to the Town Clerk by the close of business on Monday of the week prior to the regularly scheduled DRC meeting. **Incomplete applications and late submittals will not be placed on a DRC agenda.**
2. If, as a result of the initial DRC review, it is determined by the DRC that a subsequent DRC meeting is necessary, the complete revised application must be submitted to the Town Clerk by the close of business on Monday of the week prior to the regularly scheduled DRC meeting. **Applications that fail to include all revisions required by the DRC, or that are submitted late will not be placed on a DRC agenda until they have been corrected and are timely.**
3. If, as a result of the initial DRC review, it is determined by the DRC that the project can proceed to the Planning and Zoning Board, a complete Planning and Zoning Board application must be submitted to the Town Clerk including all revisions noted by the DRC. A sufficiency review will be performed by the Town to confirm that all comments provided by the DRC have been addressed and a complete revised application submitted. Once all DRC comments have been adequately addressed and a complete revised application submitted, the submittal will be placed on the agenda for the next available Planning and Zoning Board, subject to legal advertising requirements. Planning and Zoning Board review is regularly scheduled for the fourth Wednesday of each month. **Applications that fail to include all revisions required by the DRC or that are incomplete will not be placed on a Planning and Zoning Board agenda.**

### APPLICATION FEE INFORMATION

Administrative Appeal	\$250.00
Site Plan Review	\$200.00
Site Plan Modification Review	\$200.00
Variance Request	\$ 250.00
Special Exception Request	\$ 250.00
Telecom Site Plan Review or Modification	\$ 500.00
Plat Approval Request	\$ 600.00
Comprehensive Plan Amendment	\$ 750.00
Zoning Text Amendment / Rezoning	\$ 750.00
Sufficiency Review	Zoning Official (rate per hour)



## **NUMBER OF COPIES REQUIRED**

Development Review Committee	Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor, <u>and</u> an electronic copy of all documents (on cd or thumb drive).
Planning and Zoning Board	Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor, <u>and</u> an electronic copy of all documents (on cd or thumb drive).
Local Planning Agency	Ten (10) copies (folded & sorted into complete packet sets).
Town Commission	Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor (as applicable), <u>and</u> an electronic copy of all documents (on cd or thumb drive).

**Applicant acknowledges and understands that the fee for Site Plan Review, Architectural/aesthetic Review, Variance, Special Exception, Rezoning, etc. *may not cover all review costs*. A final statement of any outstanding costs (covering advertising costs, legal, architectural, and other consultants) will be sent to the Applicant upon completion of the review process.**

Tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements must be provided on all submitted plans (Town Code § 14-62).

PROJECT NAME: Kristopher Lynn

PROJECT ADDRESS: 131 Claremont Lane

PROJECT LEGAL DESCRIPTION: Palm Beach Shores Lt 135 in 1883 P185

\*\*\* All boxes must be completed, use N/A where appropriate \*\*\*

GENERAL DATA	CODE REQUIREMENT	EXISTING	PROPOSED
COMPREHENSIVE PLAN DESIGNATION: (SF-5, MF-21, MF-30, MF-42, P, ROS)	None	n/a	n/a
LAND USE: (Residential, Commercial, Recreational, Marina, Public, etc.)	None	Residential	Residential
ZONING DISTRICT: (A, B, C, D, P, ROS, designated at Pf. 3.1, Zoning Ordinance)	None	A	A
FLOOD ZONE CATEGORY:	None	X	X
LOT COVERAGE, LANDSCAPING & PARKING	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL LOT SIZE: (sq. ft.)	None	n/a	n/a
TOTAL COVERAGE OF A LOT BY BUILDINGS: (Pf. 5.4, 6.4, 7.5 or 8.5, Zoning Ordinance)	n/a	n/a	n/a
TOTAL LANDSCAPE COVERAGE: (Pf. 5.4.3, Zoning Ordinance)	n/a	n/a	n/a
OFF-STREET PARKING: (Pf. 5.13, 6.12, 7.13 or 8.14, Zoning Ordinance)	n/a	n/a	n/a
SETBACKS	CODE REQUIREMENT	EXISTING	PROPOSED
FRONT YARD: (Pf. 5.5, 6.6, 7.7 or 8.7, Zoning Ordinance)	n/a	n/a	n/a
REAR YARD: (Pf. 5.6, 6.7, 7.9 or 8.9, Zoning Ordinance)		14.6'	6.6'
SIDE YARD: (Pf. 5.7, 6.8, 7.8 or 8.8, Zoning Ordinance)		15'	15'

FLOOR AREA	CODE REQUIREMENT	EXISTING	PROPOSED
FIRST FLOOR AREA (sq. ft.):	None	n/a	n/a
SECOND FLOOR AREA (sq. ft.): (Pf. 5.4.2, Zoning Ordinance)	n/a	n/a	n/a
TOTAL FLOOR AREA (sq. ft.): (Pf. 2.23, Zoning Ordinance)	None	n/a	n/a
FLOOR AREA RATIO: (Pf. 5.4.2, Zoning Ordinance)	n/a	n/a	n/a
DWELLING UNIT DENSITY: (Pf. 6.5, 7.6 or 8.6, Zoning Ordinance)	n/a	n/a	n/a
IMPERVIOUS AREA	NET INCREASE	EXISTING	PROPOSED
BUILDING FIRST FLOOR AREA (sq. ft.):	n/a	3,110	n/a
OTHER IMPERVIOUS AREA (sq. ft.): (Decks, Patios, Walkways, Driveways, Pool Deck & Pool Surface Areas)	248 <del>188</del>	1,518	1,706
TOTAL IMPERVIOUS AREA (sq. ft.):	248 <del>188</del>	4,628	4,816
ELEVATIONS	CODE REQUIREMENT	EXISTING	PROPOSED
GRADE ELEVATION (NAVD): (Pf. 4.6, Zoning Code)	n/a	n/a	n/a
ESTABLISHED 1 <sup>ST</sup> FLOOR ELEVATION (NAVD): (Pf. 4.6, Zoning Code)	n/a	n/a	n/a
MEAN CROWN OF ROAD ELEVATION (NAVD):	None	n/a	n/a
BUILDING HEIGHT	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL BUILDING HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)	n/a	n/a	n/a
TOP OF BEAM HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)	n/a	n/a	n/a
ROOF PITCH: (Pf. 5.2, 6.2 or 7.3, Zoning Ordinance)	n/a	n/a	n/a
FLAT ROOF PERCENTAGE: (Pf. 5.2, Zoning Ordinance)	n/a	n/a	n/a

## JUSTIFICATION STATEMENT

Provide a summary of the proposed project, describing in detail the construction, phasing and proposed development to occur as part of this application (attach additional sheets if needed):

Installation of 1 1/4" travertine pavers for patio  
and walkway - Removal of dirt and grass -  
- Install new pavers

Note: Construction Schedule is due as part of site plan review and before building permit issuance. (Town Code §14-63). A signed and notarized contract (signed by owner) must be provided before building permit issuance. (Town Code §14-108).

Provide an estimate of construction costs:

\$6392.00

Describe the existing improvements located on the subject property (attach additional sheets if needed):

16x8 paver patio at rear of home.  
30x4 walkway from new patio to street.

Provide a project history for the subject property, including any prior development approvals filed within the last year in connection with the subject property. Please include the date of previous site plan approval by the Planning and Zoning Board for this property (attach additional sheets if needed):

N/A

Provide the justification, special reasons, or basis for the approval of this application. Explain why this application is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Development Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed. (attach additional sheets if needed):

N/A

Provide any other pertinent information related to the subject property to support the proposed request.

N/A

## **DRAINAGE REQUIREMENTS**

(For projects proposing additional on-site impervious area)

For proposed renovations/modifications to existing projects that result in LESS THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume from the total additional impervious area.

For proposed new construction, or renovations/modifications to existing projects that result in a GREATER THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume over the entire site.

Submit a Survey with topographic elevations and existing improvements.

A Drainage and Grading Plan and drainage calculations are required to be submitted with the application package for new construction projects and substantial modifications to existing projects. The Drainage Plan must show the following:

- a. Existing and proposed elevations.
- b. Location of sodded swales, sodded depressed retention areas, underground exfiltration trench and/or other proposed stormwater treatment/retention methods.
- c. Underground piping and inlets and other drainage system improvements proposed.
- d. Drainage calculations showing the retention of the volume of 1" of stormwater from addition impervious areas (or overall site).
- e. Show drainage improvements and underground piping, including water and sewer services, on the Landscape Plans to show no conflicts exist.
- f. Include note that no runoff may be directed to adjacent properties and all storm flows and runoff must be retained on-site prior to discharge into the adjacent roadway right-of-way following retention of required stormwater volume.
- g. Provide engineering details of gutter and downspout dry wells, if proposed.
- h. Provide engineering detail of exfiltration trench, if proposed.
- i. Provide engineering detail of sodded swales, if proposed.
- j. Provide engineering detail of depressed dry retention areas, if proposed.
- k. Provide Geotechnical Report or engineering assumptions/justification for coefficient of permeability (K Factor) for exfiltration trench design, if proposed.
- l. Engineering details/cross sections at property lines demonstrating no runoff will flow to adjacent properties may be required.

Project Engineer or Architect shall be responsible for insuring the drainage improvements are completed in substantial accordance with the approved plan.

Prior to C.O., Project Engineer or Architect to provide final signed and sealed certification that the drainage improvements and grading have been completed in substantial accordance with the approved plan.

Upon receipt of final Certification from Project Engineer or Architect, Town Engineer to visit site and ensure conformance of Town requirements prior to issuance of final C.O.



## REQUEST FOR ARCHITECTURAL AND AESTHETIC REVIEW

Please be advised that pursuant to Sec. 14-86 and 14-87 of the Town Code of Ordinances, the Town Planning and Zoning Board uses the following criteria in order to complete its Architectural and Aesthetic Review. Each criteria must be addressed by the applicant prior to the application being processed.

**1. Relationship of building to site:** (Explain transition from streetscape; placement of parking and service areas; and compatibility of building height and scale with site):

PAVERS TO FENCE GATE FROM ROAD

**2. Relationship of building and site to adjoining area(s):** (Explain how structures and landscaping are consistent with established neighborhood character and will enhance the surrounding area. Include description of architectural style, as well as textures, materials and colors to be utilized):

6x12 TRAVERTINE PAVERS TO MATCH POOL DECK

**3. Landscape and site treatment:** (Explain how landscaping, exterior lighting and other site elements will be used to enhance architectural features, buffer the mass of buildings as appropriate, and enhance the privacy of the owner and neighbors. Describe the use of native species and xeriscaping as appropriate.):

CURRENT LANDSCAPE WILL REMAIN INTACT

GRASS OR MULCH TO COVER SPACES

**4. Building design:** (Explain proposed building design and style, and how components such as roofs, windows, doors, eaves and parapets are balanced in proportion to each other; address harmoniousness of colors, visual interest and compatibility):

N/A

**Please provide all documentation and/or samples necessary** to address all architectural review criteria as applicable. Attach additional pages as necessary.

1 1/4" 6x12 Ivory Travertine Pavers



## REQUEST FOR SITE PLAN MODIFICATION

1. Previously approved (Original) site plan information:

a. Original Project Name: \_\_\_\_\_

b. Original Site Plan Application No.: \_\_\_\_\_

c. Original Site Plan Approval Date: \_\_\_\_\_

d. List of all other relevant information on file with original application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Requested Modification(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide all documentation necessary to describe the proposed modification and to explain the reason(s) for the proposed modification(s), including a survey, if applicable. Attach additional pages as necessary.

## REQUEST FOR VARIANCE

The Applicant is requesting a variance from the Town Code Section(s) \_\_\_\_\_ to permit the following:

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Please be advised that a variance from the terms of the Zoning Code shall not be recommended by the Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or building in the same zoning district:

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2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

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3. Explain how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Code and would work unnecessary and undue hardship on the Applicant:

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4. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

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5. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Zoning Code to other lands, structures, or buildings in the same zoning district:

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6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

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*The burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*

## REQUEST FOR SPECIAL EXCEPTION

The Applicant is requesting a special exception pursuant to Town Code Section(s) \_\_\_\_\_ to permit the following:

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A Special Exception shall not be recommended by the Town Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain how all structures will be separated from adjacent and nearby uses by appropriate screening devices:

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2. Explain whether or not excessive vehicular traffic will be generated on surrounding residential streets:

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3. Explain whether or not a vehicular parking or traffic problem is created:

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4. Explain where on the site appropriate drives, walkways and buffers will be installed:

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5. Explain how the proposed use will make a substantial contribution to the neighborhood environment and will not infringe on the rights of properties in the vicinity:

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6. Explain how the proposed use will not endanger, restrict or impair public safety:

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*The initial burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*

**BUILDING PERMIT APPLICATION**  
**TOWN OF PALM BEACH SHORES**  
247 Edwards Lane, Palm Beach Shores, FL 33404  
(561) 844-3457

**PROPERTY OWNER INFORMATION:**

Owner Name: Kristopher Lynn  
Owner Address: 131 Claremont Lane  
Palm Beach Shores FL 33404

Phone (O): \_\_\_\_\_

Phone (H): 843-290-1938

SINGLE FAMILY ☒ MULTI-FAMILY ☐ # UNITS \_\_\_\_\_

**TYPE OF IMPROVEMENT:**

<input type="checkbox"/> New Sq. Ft. _____	<input type="checkbox"/> Building
<input type="checkbox"/> Addition Sq. Ft. _____	<input type="checkbox"/> Electrical
<input checked="" type="checkbox"/> Alteration	<input type="checkbox"/> Gas
<input type="checkbox"/> Repair	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Installation	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Change/Cont.	<input type="checkbox"/> Roofing
<input type="checkbox"/> Pool/Spa	<input type="checkbox"/> Driveway
<input type="checkbox"/> Other _____	

Valuation of Job: \$ 6392.00

Master Permit No: \_\_\_\_\_

Does this include value of subcontractor's work?

Yes ☐ No ☒

**CONTRACTOR INFORMATION:**

Qualifier: Nichole Ricetti  
Company Name: SNS Pavers Inc  
Company Address: 6903 Vista Pkwy N #8  
West Palm Beach FL 33411  
Phone : 561-640-3223  
County/State License #: U-20362  
Contractor Email: \_\_\_\_\_  
support@sns-pavers.com

**LOCATION INFORMATION:**

Address: 131 Claremont Lane  
Palm Beach Shores FL 33404  
PCN: 54-43-42-27-04-000-1350  
Zoning Designation: \_\_\_\_\_ Lot No: 135  
Flood Zone \_\_\_\_\_  
Base Flood Elevation: \_\_\_\_\_  
Paid – Receipt #: \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_

If related to a multi-family dwelling or nonresidential use, will improvements require rental of a portable storage unit ("PSU")? Yes ☐ No ☐

*(If checked 'Yes' above, please complete a separate no-fee permit application form for PSUs for multi-family and nonresidential properties)*

**DESCRIPTION OF WORK:**

Installation of 1 1/4" travertine pavers for patio and walkway

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the jurisdiction. I understand that separate permits must be acquired for ELECTRICAL WORK, DEMOLITION, PLUMBING, SIGNS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, ROOFING, AIR CONDITIONING, ETC. **WASTE MANAGEMENT DUMPSTER ONLY**

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations.
- Issuance of a permit is not authorization to violate public or private restrictions.
- Failure to comply with applicable construction regulations may result in the withholding of future permits.
- Demolition-only projects must comply with Chapter 14, Articles V and VI of the Town Code and require submittal of drainage plans as part of the demolition permit application.

OWNER'S AFFIDAVIT: I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

Signature: [Signature]

Owner or Agent

(If agent is signing, then original, notarized agency letter signed by owner must be attached)

STATE OF FLORIDA  
COUNTY OF PALM BEACH

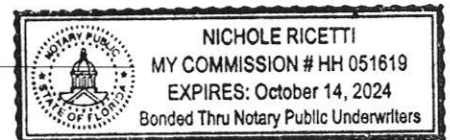
The foregoing instrument was sworn (or affirmed) before me this 10th day of April, 2024, by Nichole Ricetti who is personally known to me or who has produced a Florida driver's license as identification.

(Seal)

Signature: [Signature]

Contractor

Notary Public, State of Florida

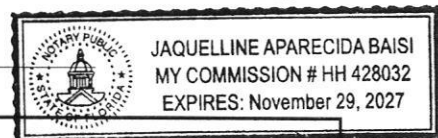


STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was sworn (or affirmed) before me this 10 day of April, 2024, by Nichole Ricetti who is personally known to me or who has produced a Florida driver's license as identification.

(Seal)

Signature: [Signature]  
Notary Public, State of Florida



BUILDING OFFICIAL'S COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

Building Official

TYPE OF SURVEY: BOUNDARY  
24-0324

JOB NUMBER: SU-18-1490

LEGAL DESCRIPTION:

LOT 135, PALM BEACH SHORES, ACCORDING TO THE PLAT THEREOF, ON FILE IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT IN AND FOR PALM BEACH COUNTY, FLORIDA, IN PLAT BOOK 23, PAGES 29 TO 32 INCLUSIVE.

ADDRESS: 131 CLAREMONT LANE PALM BEACH, FL 33404

FLOOD ZONE: X  
BASE FLOOD ELEVATION: N/A  
CONTROL PANEL NUMBER: 125137-12099C0393-F  
EFFECTIVE: 10/5/2017 REVISED:

LOWEST FLOOR ELEVATION: N/A  
GARAGE FLOOR ELEVATION: N/A  
LOWEST ADJACENT GRADE: N/A  
HIGHEST ADJACENT GRADE: N/A

REFERENCE BENCH MARK: N/A

CERTIFY TO:

1. KRISTOPHER M. LYNN AND KARA K. LYNN
- 2.
- 3.
- 4.
- 5.
- 6.

NOTES:

1. THIS SURVEY CONSISTS OF A MAP AND A TEXT REPORT. ONE IS NOT VALID WITHOUT THE OTHER.
2. OWNERSHIP OF FENCE AND WALLS IF ANY, NOT DETERMINED.
3. THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE CERTIFIED HEREON. TO BE VALID ONE YEAR FROM THE DATE OF SURVEY AS SHOWN HEREON.

A = CENTRAL ANGLE  
A/C = ARC LENGTH  
AD = ASSUMED DATUM  
A.E. = ANCHOR EASEMENT  
AF = ALUMINUM FENCE  
B.C.R. = BROWARD COUNTY RECORDS  
BLVD = BOULEVARD  
B.M. = BENCHMARK  
[C] = CALCULATED  
CB = CHORD BEARING  
CHATT. = CHATTAHOOCHEE  
CLF = CHAIN LINK FENCE  
CL = CENTERLINE  
D.B. = DEED BOOK  
D.E. = DRAINAGE EASEMENT  
E = EAST  
ELEC. = ELECTRIC  
ELEV. = ELEVATION  
ENCH. = ENCROACHMENT  
ESMT. = EASEMENT

100' OR 7.00'

FND

FF

FF

FF

FF

FF

FF

FF

FF

FF

FF

FF

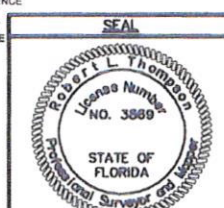
ELEVATIONS BASED ON NAVD 1988  
FND = FINISHED FLOOR  
FF = FIRE HYDRANT  
FF = FLORIDA POWER & LIGHT  
FF = GARAGE  
FF = IDENTIFICATION  
FF = IRON PIPE  
FF = IRON PIPE & CAP  
FF = IRON ROD  
FF = IRON ROD & CAP  
FF = LIGHT POLE  
FF = MEASURED  
FF = MIAMI DADE COUNTY RECORDS  
MAINT. = MAINTENANCE  
MF = METAL FENCE  
MH = MANHOLE  
N = NORTH  
N/A = NOT APPLICABLE  
N&D = NAIL & DISC

LEGEND OF ABBREVIATIONS:

N.A.V.D. = NORTH AMERICAN VERTICAL DATUM  
O/S = OFFSET  
O.R.B. = OFFICIAL RECORDS BOOK  
OH = OVERHANG  
P = PLAT  
P.B. = PLAT BOOK  
P.B.C.R. = PALM BEACH COUNTY RECORDS  
P.C. = POINT OF CURVATURE  
P.C.P. = PERMANENT CONTROL POINT  
P.G. = PAGE  
P.O.B. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
P.O.R. = POINT OF REVERSE CURVATURE  
P.R.M. = PERMANENT REFERENCE MONUMENT  
P.T. = POINT OF TANGENCY  
PVC = POLYVINYL CHLORIDE  
R = RADIUS  
RNG. = RANGE  
RW = RIGHT OF WAY  
S = SOUTH  
SEC. = SECTION  
SQ. FT. = SQUARE FEET  
TWP. = TOWNSHIP  
U.E. = UTILITY EASEMENT  
W = WEST  
WF = WOOD FENCE  
WM = WATER METER

CHAIN LINK FENCE  
WOOD FENCE  
METAL FENCE  
PVC FENCE  
CONCRETE FENCE  
CONCRETE WALL  
WIRE FENCE

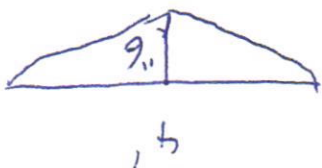
PALM BEACH COUNTY NAVD1988









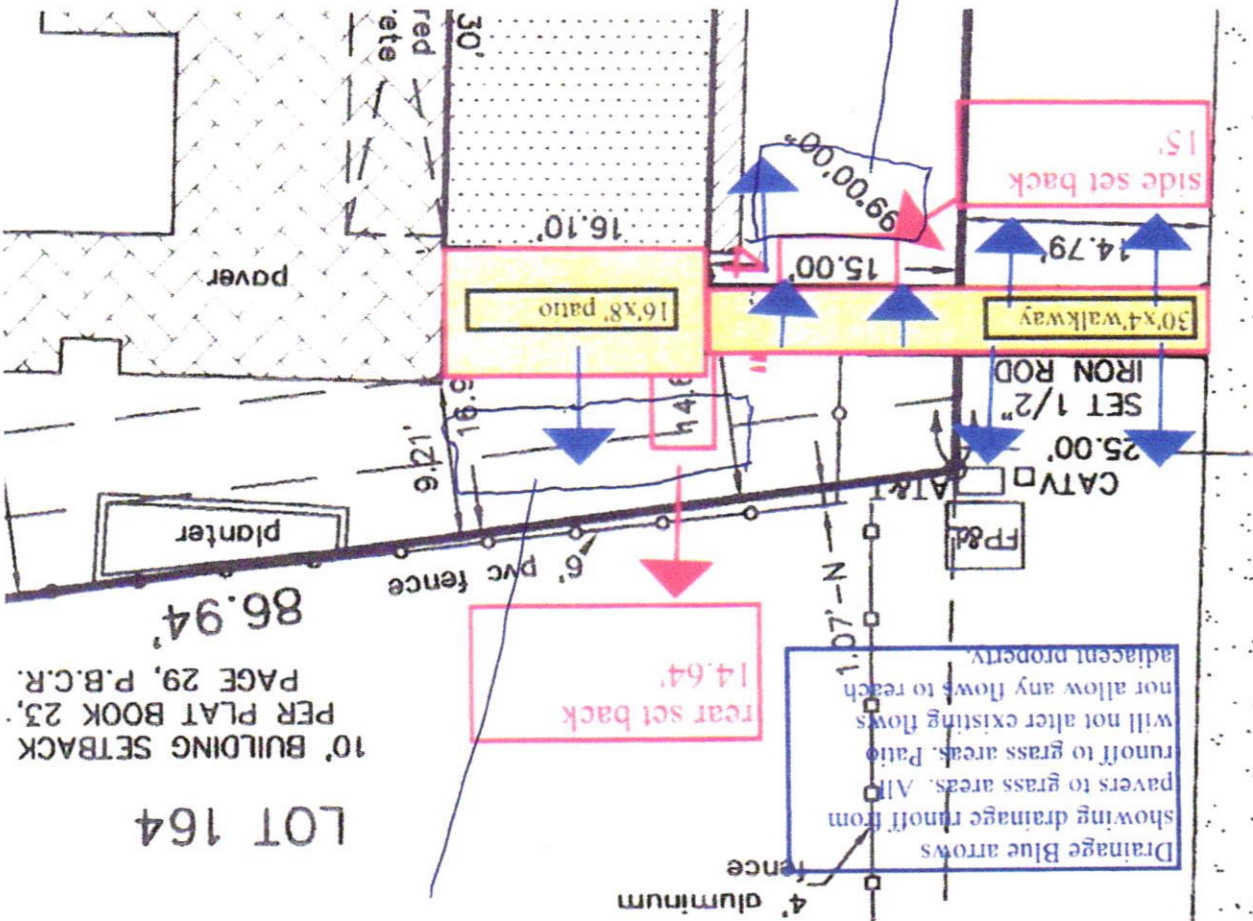


16 FT x 4 FT x 6"  
SWALE TO BE ADDED

LOT 164

10' BUILDING SETBACK  
PER PLAT BOOK 23,  
PAGE 29, P.B.C.R.

86.94'



5 FT x 4 FT x 6"

SWALE TO BE  
ADDED