



MEMORANDUM DATE: May 28, 2025

AGENDA DATE: June 4 and June 11, 2025

TO: Chair and Members of the Planning and Zoning Board / Historic Resources Preservation Board

RE: **Variance Training**

FROM: Annie Greening, Principal Planner
Scott Rodriguez, AICP, Assistant Director of Planning and Preservation
Department for Community Sustainability

Summary

City Attorney Glen Torcivia will lead a training presentation and board discussion about case law, required findings, and procedures for variances in Lake Worth Beach.

Background and Justification

In the City of Lake Worth Beach Land Development Regulations, the Planning and Zoning Board (PZB) and the Historic Resources Preservation Board (HRPB) are charged with reviewing and approving or denying variance applications regarding signs, height, area, and size of structure or size of yards, parking requirements and other area requirements and open spaces.

After reviewing multiple variance applications in 2024, members of the PZB requested additional training from the City Attorney regarding variances, with the goal of better understanding legal implications and required findings to grant a variance. As the HRPB is also tasked with reviewing variance applications for properties in the City's historic districts, staff recommended that the training be conducted at meetings of both boards.