

Agenda Item # R - 4

**Village of Royal Palm Beach
Village Council
Agenda Item Summary**

Agenda Item:

PUBLIC HEARING TO CONSIDER APPLICATION NO. 25-130 (SPM, AAR), AN APPLICATION BY URBAN DESIGN STUDIO, ON BEHALF OF 100 CIVIC CENTER, LLC, AND ADOPTION OF RESOLUTION NO. 25-37 CONFIRMING COUNCIL ACTION. THE APPLICANT IS SEEKING A SITE PLAN MODIFICATION AND ARCHITECTURAL APPROVAL TO CONSTRUCT A 6,697 SQUARE FOOT BUILDING AND A PLAY AREA TO SUPPORT OPERATIONS FOR THE KIDS CANCER FOUNDATION ON PARCEL 3 OF THE VILLAGE CENTER PCD, FOR A PROPERTY LOCATED AT 100 CIVIC CENTER WAY; BY LENTZY JEAN-LOUIS OF URBAN DESIGN STUDIO.

Issue:

The Applicant, Urban Design Studio, on behalf of 100 Civic Center, LLC, is requesting a Major Site Plan Modification and Architectural Approval to construct a 6,697 square foot commercial facility, with associated play area, parking, landscaping and signage, which will serve as a personal counseling building to support operations for the Kids Cancer Foundation on Parcel 3 of the Village Center PCD. The property is located at 100 Civic Center Way within the Village Center and situated within the General Commercial (CG) Zoning District.

The overall Planned Commercial Development (PCD) was originally approved by Village Council in 2006 through Resolution No. 06-27, establishing a 3.96-acre PCD. According to the site plan of record, the subject Parcel 3 (1.22-acres) permitted a Special Exception use for a financial institution with a drive-through; however, only the building pad and parking area were constructed (not the building). The remainder portion of the PCD has been developed and includes a 2,221-square-foot, one-story restaurant with a drive-through (Parcel 2) and a 21,994 square-foot, two-story office building (Parcel 1). While not precedent setting, it should be noted that the office building received a variance to allow a reduction in the required 50-foot front setback to 25 feet, similar to the current variance request.

Overall, the proposed Site Plan and Architecture meet all of the Village's requirements for this type of use in the General Commercial (CG) Zoning District and the design standards of Village Code with the exceptions of the front setback reduction requested from Sec. 26-89(4)(c) in order to allow for a 25 foot front setback where Village Code requires 50 feet, a variance of 25 feet.

Initiator:	Village Manager	Agenda Date	Village Council
P&Z Director	Approval	2-19-2026	Action

The Planning and Zoning Commission considered this application on January 27, 2026 and recommended Approval by a vote of 5-0.

Recommended Action:

Staff is recommending Approval of Application No. 25-130 (SPM, AAR) and Resolution No. 25-37, subject to Council approval of Variance Application No. 25-129 (VAR).

Initiator:	Village Manager	Agenda Date	Village Council
P&Z Director	Approval	2-19-2026	Action

Village of Royal Palm Beach - Staff Report

I. General Data:

Project Name: Kids Cancer Foundation

Application: 25-130 (SPM, AAR)

Applicant & Agent: Urban Design Studio
610 Clematis Street, Suite CU02
West Palm Beach, Florida 33401

Request: Site Plan Modification and Architectural Approval to construct a 6,697 square foot commercial facility, with associated play area, parking, landscaping and signage, which will serve as a personal counseling building to support operations for the Kids Cancer Foundation on Parcel 3 of the Village Center, for a property located at 100 Civic Center Way.

Hearings: Planning and Zoning Commission: January 27, 2026
Village Council: February 19, 2026

Recommendation: Approval

II. Site Data:

Site Area: 1.22± acres

Property Control Number: 72-41-43-26-28-003-0000

Existing Land Use: Commercial (Parking lot / vacant)

Existing FLUM Designation: Commercial (COM)

Existing Zoning District: General Commercial (CG)

Table 1: Adjacent Existing, Future Land Uses, and Zoning			
Dir.	Existing Use:	FLUM:	Zoning:
<i>North</i>	Village Royale Shopping Center	Commercial (COM)	General Commercial (CG)
<i>South</i>	Village Center PCD	Public Ownership (PO)	Public Ownership (PO)
<i>East</i>	Village Center PCD	Public Ownership (PO)	Public Ownership (PO)
<i>West</i>	Village Center PCD	Commercial (COM)	General Commercial (CG)

be noted that the office building received a variance to allow a reduction in the required 50-foot front setback to 25 feet, similar to the current variance request.

V. Analysis:

The Applicant is requesting a Major Site Plan Modification and Architectural Approval to construct a 6,697 square foot commercial facility, with associated play area, parking, landscaping and signage, which will serve as a personal counseling building to support operations for the Kids Cancer Foundation on Parcel 3 of the Village Center. The property is located at 100 Civic Center Way within the Village Center and situated within the General Commercial (CG) Zoning District.

The proposed site improvements include a Personal Counseling facility that serves Kids Cancer Foundation; reconfiguration of parking spaces to accommodate the proposed new facility and associated site and landscape improvements. For an illustration of the Site Plan, and Play Area details please refer to **Attachment C**. For an illustration of the Landscape Plan please refer to **Attachment D**.

Architectural approval is also being requested for the new building elevations, signage and outdoor play area. The building consists of 6,697 square feet of indoor space and 2,500 square feet of outdoor play area. For an illustration of the building's elevation architecture and signage please refer to **Attachment E**.

In reviewing this application, Village Staff considered conformity with Chapter 26 of the Village's Code of Ordinances. Specifically, the proposed project meets the requirements for the General Commercial (GC) Zoning District, and Section 26-61 *Planned commercial developments*, as outlined below:

1. Parcel size: The site contains 1.22± acres, which exceeds the minimum area required for CG-designated property of 40,000 square feet.
2. Parcel width: The site is 416 feet wide (Overall PCD), which exceeds the minimum parcel width of 150 feet of frontage.
3. Setbacks: A Variance Application No. 25-129 (VAR) was submitted requesting Variance Approval to allow a variance from Sec. 26-89(4)(c) in order to allow for a 25 foot front setback where Village Code requires 50 feet, a variance of 25 feet. The said variance application is being reviewed concurrently with this site plan application.
4. Pervious area: The proposed Site Plan meets or exceeds the pervious area requirements.
5. Parking Requirements: The site plan indicates a minimum parking requirement of 22 spaces, and a total of 37 spaces are provided for Parcel 3. Additionally, Parcels 1 and 2 within the overall PCD were previously granted parking variances under prior applications, which reduced the overall minimum parking

requirement to accommodate parking demands within the PCD.

6. Landscape Areas: The proposed Site Plan meets or exceeds landscaping requirements.
7. Maximum Building Height: The proposed buildings do not exceed the maximum height regulations of the General Commercial (CG) Zoning District.
8. Stacking/Bypass: N/A

Overall, the proposed Site Plan and Architecture meet all of the Village's requirements for this type of use in the General Commercial (CG) Zoning District and the design standards of Village Code with the exceptions of the front setback reduction requested from Sec. 26-89(4)(c) in order to allow for a 25 foot front setback where Village Code requires 50 feet, a variance of 25 feet.

VI. Disposition Options:

Recommend: Approval of the application;
Denial of the application.

VII. Staff Recommendation:

Staff is recommending Approval of Application No. 25-130 (SPM, AAR) and Resolution No. 25-37, subject to Council approval of Variance Application No. 25-129 (VAR).

VIII. Hearing History:

Planning and Zoning Commission:

The Planning and Zoning Commission considered this application on January 27, 2026 and recommended Approval by a vote of 5-0.

**Attachment A
Legal Description
Kids Cancer Foundation @ 101 Civic Center Way
Application No. 25-130 (SPM, AAR)
Resolution No. 25-37**

LEGAL DESCRIPTION:

Parcel 3, Village Center at Royal Palm Beach, recorded in Plat Book 108, Pages 114 and 115, of the Public Records of Palm Beach County, Florida.

UTAH CERTIFIED COPY

Attachment B
Conditions of Approval
Kids Cancer Foundation @ 100 Civic Center Way
Application No. 25-130 (SPM, AAR)
Resolution No. 25-37

1. Development Order:

This development order constitutes approval for:

Major Site Plan Modification and Architectural Approval to construct a 6,697 square foot commercial facility, with associated play area, parking, landscaping and signage, which will serve as a personal counseling building to support operations for the Kids Cancer Foundation on Parcel 3 of the Village Center. The property is located at 100 Civic Center Way within the Village Center and situated within the General Commercial (CG) Zoning District.

Unless specifically discussed in this condition or subsequent specific conditions of approval, no other approval is granted or implied. All other conditions imposed by previous approvals shall remain in full force and effect unless specifically modified herein.

2. Site Specific Conditions:

- A. The project is subject to and shall remain consistent with the provisions of the Palm Beach County Traffic Concurrency Standards.
- B. The site shall be maintained free of all trash at all times.

3. Standard Conditions:

- A. This site plan approval shall expire one (1) year from the date of council approval, unless appropriate applications for site plan extension are submitted pursuant to Sec. 26-66 of the Village Code of Ordinances. In no case shall the approval be extended beyond code-established time frames.
- B. Failure of the developer to comply with any of the Conditions of Approval at any time may result in the denial or revocation of building permits, issuance of a stop work order, denial of certificates of occupancy or the denial or revocation of other Village issued permits or approvals. Failure to commence development in a timely manner may also result in the revocation of development approval.
- C. While the site plan approval process requires the submission of certain preliminary drawings, plans and specifications, such items are subject to change to some degree during the detailed design and construction-permitting phase of the final approvals. Thus except where specifically noted herein, the specific Village Code provisions governing design standards will apply.
- D. All utility services shall be underground.
- E. Lighting shall be required on all roadways and parking facilities and shall be installed on all streets on which any building construction has commenced. No certificates of occupancy shall be issued until street lighting is installed and operating in accordance with the provisions of Section 22-50 (a)(10). Light spill over onto adjacent properties or roadways shall be less than 0.1-foot candles.

- F. The developer shall submit copies of permits from all agencies with regulatory jurisdiction prior to the issuance of a building permit.
- G. At any time before the issuance of a building permit but after Council approval, submit two (2) sets of site construction engineering plans and an electronic copy in .TIF format to the Engineering Department for review and approval. Site construction plans shall include a final signed off version of the site plan. Allow 30 days for review and comment. A certified cost estimate for the total site development shall be included in the engineering submittal. An engineering plan review and inspection fee of three percent (3%) of the cost estimate for clearing, grading, earthwork, paving and drainage shall be paid to the Building Department. Fifty percent of the said fee shall be due at time of plan submission, and the remaining 50% will be required prior to the mandatory pre-construction meeting. Approval of site civil engineering elements will be required prior to the issuance of a building permit. Site plan approval shall not be construed as final engineering department approval.
- H. At any time before the issuance of a building permit but after Council approval, submit two (2) sets of landscape and irrigation plans for review and approval, incorporating any changes requested by the Planning and Zoning Commission and/or Village Council. A landscape and irrigation plan review and inspection fee of three percent (3%) of the cost estimate shall be paid to the Building Department at the time permits are issued.
- I. All public improvements associated with the project shall be complete prior to the issuance of any certificate of occupancy.
- J. Prior to the issuance of any building permit or conditional building permit the following must be completed:
 - 1. No building permits shall be issued until the construction drawings have been approved.
 - 2. The site plan, plat and engineering drawings must be submitted in AutoCAD electronic format.
- K. All advertising, legal documents, and correspondence shall refer to this location as being located within the Village of Royal Palm Beach.

4. Landscaping Conditions:

- A. The property owner or association shall be responsible for the maintenance of landscaping in adjacent public and private roads up to the edge of pavement and waters edge.
- B. Vegetation removal shall not commence until a vegetation removal permit have been issued.
- C. All shrub materials shown on the proposed landscape plan shall be installed at no less than twenty-four (24) inches in height, but must be maintained at no less than thirty-six inches (36) in height.
- D. The practice of "hat racking" defined as the severe cutting back of branches, making internodal cuts to lateral limbs, leaves branch stubs larger than 1 inch in diameter within the tree's crown, is strictly prohibited for all trees listed in the approved landscape plan for installation. Trees shall be allowed to grow in a shape natural to their species, and shall only be pruned to remove limbs or foliage which presents a hazard to power lines or structures, or to remove dead, damaged or diseased limbs. In no case shall pruning result in trees which are smaller than the minimum requirements for spread or height, or are unnaturally shaped.

- E. All exotic invasive species of plants shall be removed from the site prior to commencement of installing the required landscaping.

Attachment C

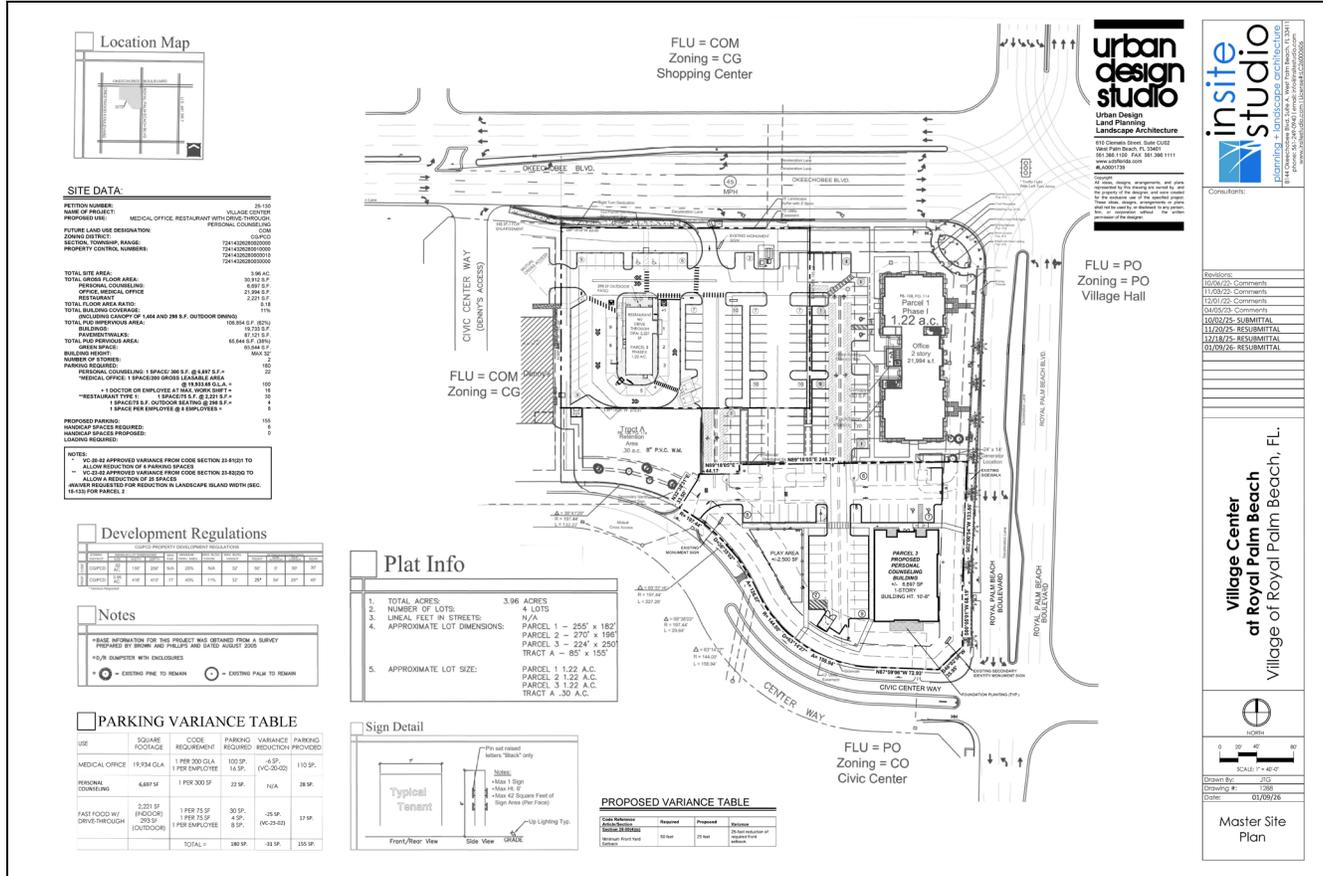
Master Site Plan (Overall PCD)

Kids Cancer Foundation @ 100 Civic Center Way

Application No. 25-130 (SPM, AAR)

Resolution No. 25-37

Directly below is an illustration of the Master Site Plan (Overall PCD):



Attachment C Cont'd Site Plan and Play Area Kids Cancer Foundation @ 100 Civic Center Way Application No. 25-130 (SPM, AAR) Resolution No. 25-37

Directly below is an illustration of the proposed Site Plan and Play Area details:

SITE DATA

APPLICATION NAME: KIDS CANCER FOUNDATION
 APPLICATION NO: 25-130
 LAND USE DESIGNATION: COM
 ZONING DISTRICT: GSP/CD
 EXISTING USE: FINANCIAL INET
 PROPOSED USE: PERSONAL CARE/RES
 PROPERTY CONTROL NUMBERS (PCN): 70414208000000

TOTAL SITE AREA: 3.94 AC
 IMPROVED AREA: 1.22 AC (31,027 S.F.)
 GROSS FLOOR AREA: 6,807 S.F.
 FLOOR AREA RATIO: 0.13

SETBACKS: FRONT: 25', SIDE: 5', SIDE (CORNER): 50'

VARIANCE REQUESTED

SITE PARKING
 REQUIRED: 160 SPACES
 PROVIDED: 22 SPACES
 DEFICIT: 138 SPACES

PROPOSED PROPOSED
 REQUIRED: 37 SPACES
 PROVIDED: 37 SPACES

PERVIOUS AREA
 REQUIRED: 28% OF LOT AREA (13,268 S.F.)
 PROVIDED PERVIOUS AREA: 19,708 S.F. (27.1%)

PROPOSED VARIANCE TABLE

Code Reference	Required	Proposed	Variance
Section 16.05.010	160	22	138
Section 16.05.010	37	37	0

Top View Detail

Playground Equipment Layout and Rendering
SCALE: NTS

Fencing and Gate

Fencing and Gate
SCALE: NTS

PIP Playground Surface

PIP Playground Surface
SCALE: NTS

POURED IN PLACE (PIP) SURFACING SPECIFICATIONS

Description: Poured in Place (PIP) surfacing is a multi-layer system designed for playgrounds providing durability, safety and long service life.

Composition: PIP surfacing consists of a base layer of 100% recycled rubber granules, a middle layer of 100% recycled rubber granules, and a top layer of 100% recycled rubber granules.

Color Options: PIP surfacing is available in a variety of colors including black, red, blue, green, and yellow.

Call Us: 1-800-878-0320 | PlaygroundBoss.com

Urban Design Studio
Landscape Architecture

110 Charlotte Street, Suite C102
 West Palm Beach, FL 33411
 561-961-1100 FAX: 561-961-1111
www.urbandesignstudio.com
 #A0007078

Kid's Cancer Foundation
 Village of Royal Palm Beach, FL
 Site Plan

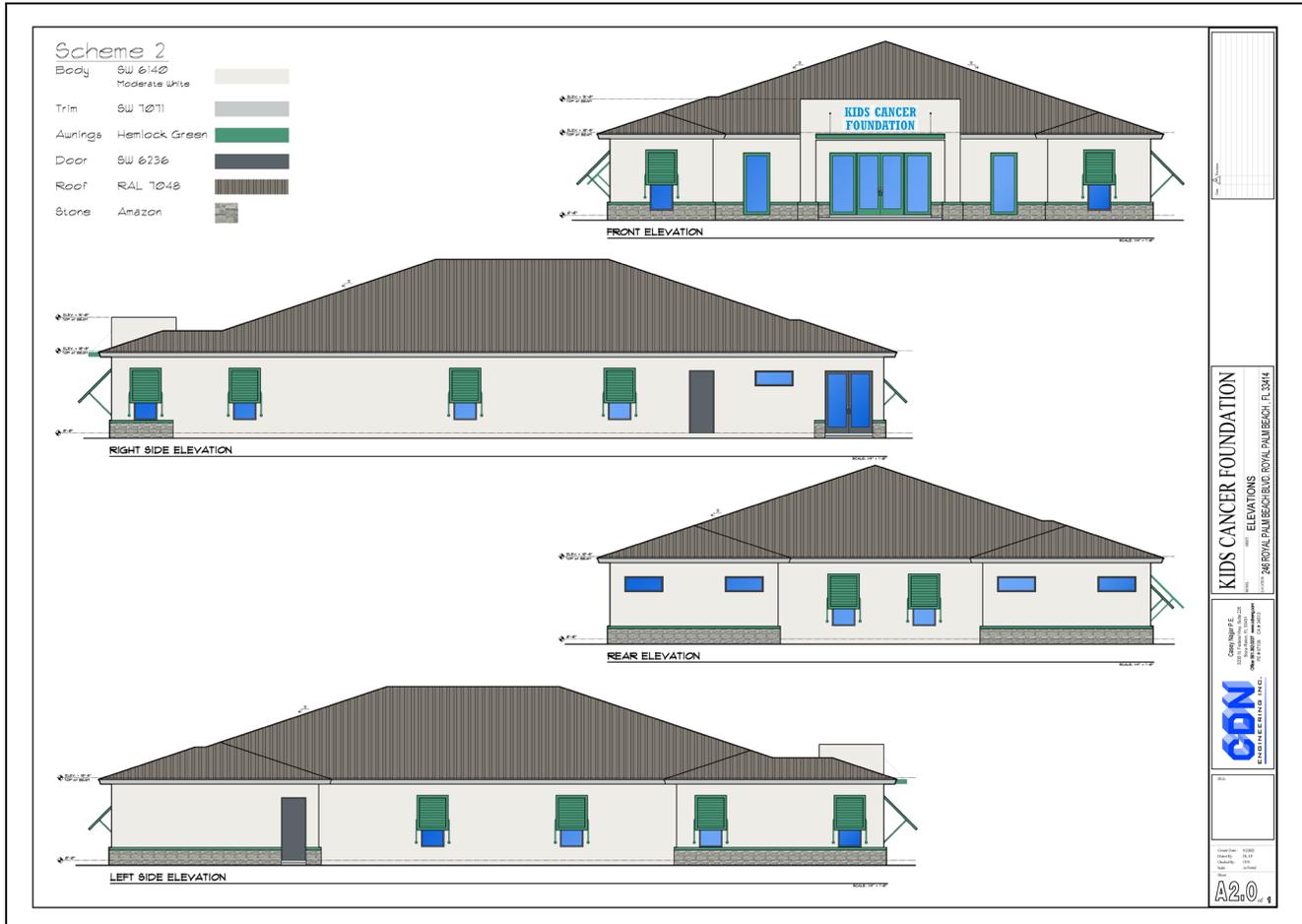
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Date: October 2023
 Prepared By: JCS
 Designed By: JCS
 Drawn By: JCS
 Checked By: RD

SP-1
of 1

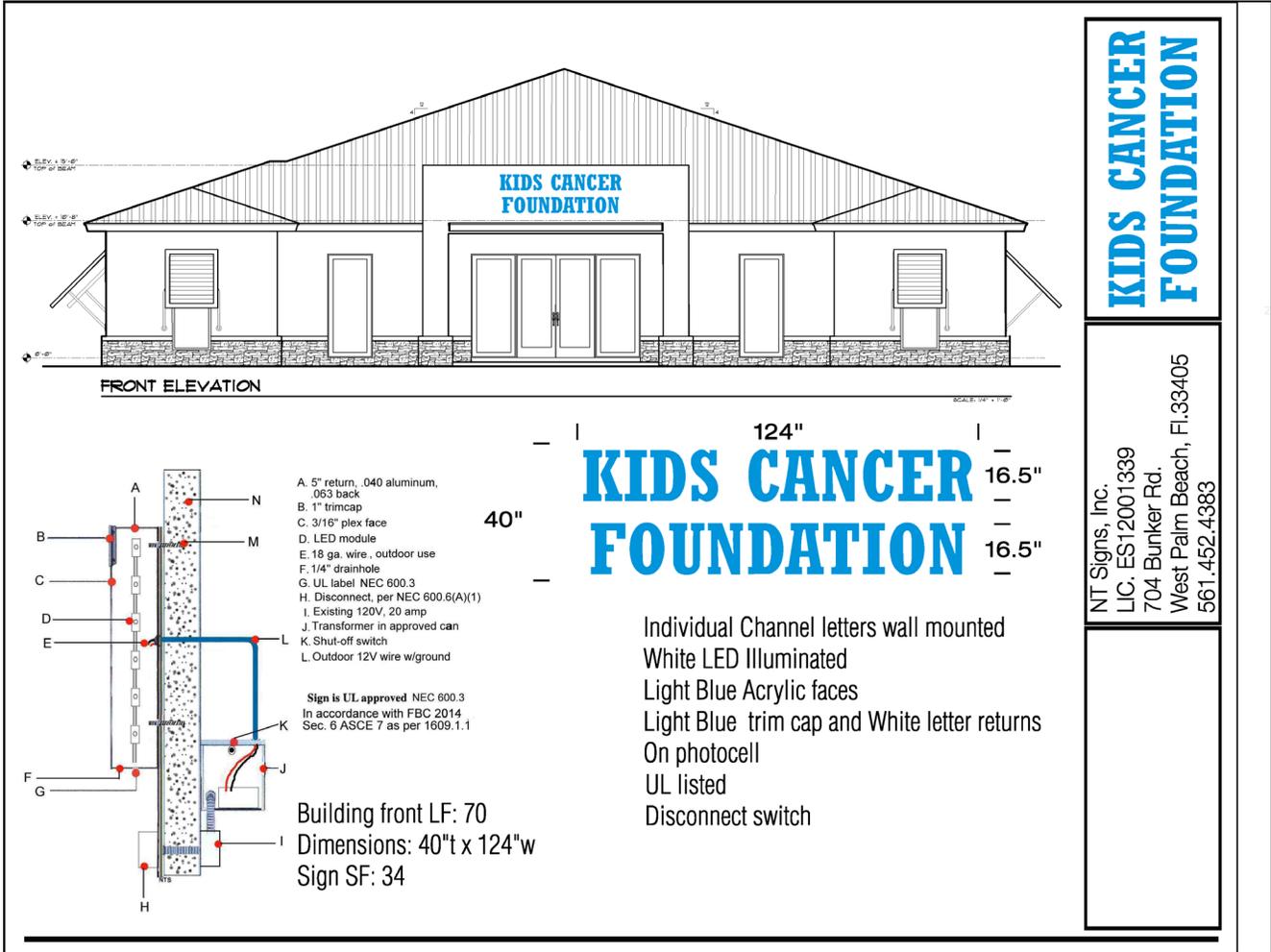
Attachment E
Architectural Elevations
Kids Cancer Foundation @ 100 Civic Center Way
Application No. 25-130 (SPM, AAR)
Resolution No. 25-37

Directly below is an illustration of the Architectural Plan:



**Attachment E Cont'd
Proposed Signage Details
Kids Cancer Foundation @ 100 Civic Center Way
Application No. 25-130 (SPM, AAR)
Resolution No. 25-37**

Directly below is an illustration of the proposed Wall Sign details:



RESOLUTION NO. 25-37

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF ROYAL PALM BEACH, FLORIDA, APPROVING LAND DEVELOPMENT APPLICATION NO. 25-130 (SPM, AAR) – THE APPLICATION OF URBAN DESIGN STUDIO - PERTAINING TO A SITE PLAN MODIFICATION AND ARCHITECTURAL APPROVAL TO CONSTRUCT A 6,697 SQUARE FOOT COMMERCIAL FACILITY, WITH ASSOCIATED PLAY AREA, PARKING, LANDSCAPING AND SIGNAGE, FOR A PROPERTY LOCATED AT 100 CIVIC CENTER WAY IN THE VILLAGE OF ROYAL PALM BEACH, FLORIDA; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Village Council of the Village of Royal Palm Beach, Florida (“Village”), as the governing body, pursuant to the authority vested in Chapter 163 and Chapter 166 Florida Statutes, is authorized and empowered to consider applications relating to zoning and land development; and

WHEREAS, the notice and hearing requirements provided for in the Village Code have been satisfied where applicable; and

WHEREAS, Application No. 25-130 (SPM, AAR) was presented to the Village Council at its public hearing conducted on February 19, 2026; and

WHEREAS, the Village Council has considered the evidence and testimony presented by the applicant and other interested parties and the recommendations of the various Village review agencies, boards, and commissions, where applicable; and

WHEREAS, this approval is subject to all applicable Zoning Code requirements that development commence in a timely manner.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF ROYAL PALM BEACH, FLORIDA, THAT APPLICATION NO. 25-130 (SPM, AAR), THE APPLICATION OF URBAN DESIGN STUDIO, ON A PARCEL OF LAND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PLEASE SEE EXHIBIT ‘A’ ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.

Was approved, subject to the following conditions:

PLEASE SEE EXHIBIT ‘B’ ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE.

This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of February, 2026.

VILLAGE OF ROYAL PALM BEACH

MAYOR JEFF HMARA

ATTEST:

(SEAL)

DIANE DISANTO, VILLAGE CLERK

Exhibit A
Legal Description
Kids Cancer Foundation @ 100 Civic Center Way
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