



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
 (561) 838-5431 • www.townofpalmbeach.com

VACANT OR UNDER CONSTRUCTION WINDOW TREATMENT POLICY

The interior of all vacant or under construction store fronts must be screened from the public streets and sidewalks of the Town. The checklist below details requirements for compliance. A permit or other approvals are not required for installation of screening materials.

A.	DIMENSIONS AND LOCATION OF SCREENING	✓
A1.	Screening shall be of sufficient dimension to completely screen the interior.	
A2.	Screening may be affixed directly to windows, provided that the method of attachment is not visible.	
A3.	Windows shall always be maintained in a clean and neat appearance.	
A4.	<u>Optional</u> : Screening may be setback from glass up to 40 inches. The setback area may be increased, provided that an existing display case exists. If screening is set back from the glass, it shall be appropriately lit at night, and during the day if necessary. The area shall always remain neat and clean in appearance.	

B.	THEMES FOR SCREENING	✓
B1.	Approved themes: (1) Historical pictures of the Town of Palm Beach; (2) Drawings or paintings of the Town of Palm Beach, (3) Black and white sketches of the Town of Palm Beach; (4) Historical post cards of the Town of Palm Beach (enlarged); (5) Photos from Paramount of people and historical events in Palm Beach; (6) Images of artworks from the Norton Museum of Art	
B2.	Images shall comprise at least 75% of the glass store front area (including glass doors).	
B3.	Any remaining area (B2) shall be screened with a backdrop. The backdrop shall be unified, neat, and clean in appearance. Backdrop may be made of paper, fabric or foam board.	
B4.	Repetition of images should be avoided, and in no instance may repetition occur within 200 linear feet.	
B5.	Captions are permitted below displays which describe the image and/or give credit to the artist or entity providing use. Captions must be legible and in a uniform style. Captions should be large enough to be legible but should not be so large as to dominate the display. Caption text should be limited as much as possible. Advertising is never permitted within the caption or display.	
B6	<u>Exception</u> : Store fronts that have decorative window treatments such as shutters, shades, curtains, Venetian or vertical blinds are exempted if they are within a multi-tenant building that utilizes the same window treatment as the occupied spaces adjacent to them, or are used by a tax-exempt not for profit corporation or organization (as defined by state statute). Store fronts that have opaque glass are also exempt. The shutters, shades, curtains, Venetian or vertical blinds must have a clean and neat appearance and cannot be in disrepair.	

C.	TIMING	✓
C1.	Screening shall be installed within ten (10) days of vacancy or construction. An extension of five (5) business days may be granted by the director of PZB, if formally requested by subject property owner.	



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VACANT OR UNDER CONSTRUCTION WINDOW TREATMENT POLICY (CONT.)

Useful resources to obtain graphics are listed below, but any sources may be used which meet the requirements for approved themes of checklist item B1.

- Palm Beach Preservation Foundation | www.palmbeachpreservation.org
- Historical Society of Palm Beach County | www.pbchistory.org
- Norton Museum of Art | www.norton.org

A sign or banner manufacturing company would be able to produce window screening materials. The Town of Palm Beach does not maintain a list of preferred vendors.

Please be advised that failure to follow vacant or under construction store front screening procedures may result in action by Code Enforcement, including potential hearings and fines.

For additional questions or information about window screening requirements, please contact the Planning Zoning and Building Department at 561-838-5431.