

CITY OF DELRAY BEACH
CITY CLERK



DISCLOSURE OF EX PARTE EMAIL COMMUNICATIONS

Pursuant to Florida law, certain items are deemed “quasi-judicial” in nature, as indicated on the City Commission agenda, and thus, certain protocols are required to be followed for those items.

Any communication with any person concerning a quasi-judicial item needs to be disclosed prior to the public hearing on the matter. This form is designed to assist the Mayor and City Commissioners in declaring ex parte communications.

All documents disclosed as part of this form are part of the official record of the City in connection with the quasi-judicial matter.

To be completed by the City Clerk’s Office:

Meeting Date	July 8, 2025
Agenda Item Number	7.A.
Resolution/Ordinance Number	128-25
Legistar File ID Number	25-825
Date Range of Email Search	June 16, 2023 through July 3, 2025
Date Email Search Conducted	July 3, 2025
Terms Utilized for Search	128-25; The Maxwell; 306 NE 2 nd Street; 306 NE 2 nd ST LLC; Harold Van Arnem; Jon Kinsman; Carter Van Voris; hva@vapgroup.com ; jonk@vapgroup.com

To be completed by applicable Department Staff:

Project Name	The Maxwell
Date Application was Received by City	June 16, 2023
Address for the Project	306 NE 2 nd Street
Name of Property Owner	306 NE 2 nd ST LLC
Name of Applicant/Agent	Harold Van Arnem
Name of Applicant/Agent	Jon Kinsman
Name of Applicant/Agent	Carter Van Voris
Known Email Address(es) for Owner and Applicant/Agent	hva@vapgroup.com jonk@vapgroup.com
Name of Assigned Planner/Staff	Alexia Howald Susana Rodrigues

Additional Information:

As Item 7.A. on the July 8, 2025 agenda pertains to a quasi-judicial public hearing, the City has made a good faith effort to facilitate public access to written, potential ex parte communications located within the City's email server.

To this end, the City has conducted a thorough search of its E-mail server and no records were located.

Form version 1, June 2, 2025