



CITY OF DELRAY BEACH
DEPARTMENT OF DEVELOPMENT SERVICES
100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7040



May 30, 2025

Laura Simon, Executive Director
Downtown Development Agency
350 SE 1st Street
Delray Beach, FL 33483

Dear Ms. Simon,

The upcoming launch of e-Services on June 17th in conjunction with the introduction of several state laws governing time frames for development review and quasi-judicial hearings necessitate an examination of the current processes. New state laws also limit the issuance of “new” review comments once the review process has started. Our past protocols are simply no longer feasible, and we share a desire to expedite projects through bureaucracy. Therefore, I am streamlining workflows and aligning the protocol of the DDA with the current and successful CRA practices.

Starting in June, staff will provide the DDA staff with a monthly memo notifying you of the new applications within the DDA geographic limits, including a brief description of the request, the owner or agent’s contact information, and the city planner assigned to the project. DDA staff can then initiate contact with the developer at the beginning of the project and interact directly with them as you and your board see fit.

Following the example of the West Palm Beach DDA, whose charter mirrors the Delray Beach DDA charter, a formal presentation of the project at a DDA meeting will no longer be required prior to consideration by a city board. The DDA will still have plenty of opportunities to offer recommendations. Written comments can be sent directly to the project planner to include in agenda packages and DDA staff can offer support via comment at the Site Plan Review and Appearance Board, Historic Preservation Board, Planning and Zoning Board, or City Commission meetings.

By having the DDA interact in a more nimble fashion directly with the applicants and fold into the City’s formal process (instead of adding to it), applications are anticipated to move up to a month faster through the approval process. I know expediency is a shared priority.

Thank you for your attention to this matter,

A handwritten signature in blue ink that reads 'Anthea Gianniotis'.

Anthea Gianniotis, AICP, Director