

**MINUTES
DEVELOPMENT SERVICES MANAGEMENT GROUP
CITY OF DELRAY BEACH**

MEETING DATE: July 24, 2025

MEETING PLACE: City Hall 1st Floor Conference Room
100 NW 1st Street, Delray Beach, FL 33444.

CALL TO ORDER

The meeting was called to order by Steve Tobias, Vice Chair, at 2:02 PM.

1. ROLL CALL

A quorum was present.

Members present James Bast, Missie Barletto, Steve Tobias, Jeri Pryor, Hassan Hadjimiry, Samuel Metott, Cynthia Buisson

Absent: Anthea Gianniotis, Chair; Russ Mager

Staff Present Lynn Gelin, City Attorney; Patrick Figurella, City Engineer; Jeff Oris, Asst. City Manager; Amy Alvarez, Asst. Director; Diane Miller, Board Secretary

2. APPROVAL OF AGENDA

Motion to APPROVE the July 24, 2025, agenda, was made by Sam Metott and seconded by Cynthia Buisson.

MOTION CARRIED 7-0

3. MINUTES

Motion to APPROVE the Minutes for October 17, 2024, was made by Missie Barletto and seconded by Sam Metott.

MOTION CARRIED 7-0

4. CONSENT AGENDA

4.A Approval of the non-impact event known at “6th Annual Downtown Delray Beach Craft Festival on 4th” to be held on February 7-8, 2026, at NE 4th Avenue from East Atlantic to NE 2nd Street; and to authorize the special events manager to take all actions necessary to effectuate the special event permit.

Motion for APPROVAL of the consent agenda was made by Sam Metott and seconded by Missie Barletto

MOTION CARRIED 7-0

5. OLD BUSINESS

None.

6. NEW BUSINESS

6.A. Recommendation of the Development Services Management Group of the City of Delray Beach to the City Engineer for the consideration of a 10' right-of-way width reduction for Old Dixie Highway adjacent to 2004 North Federal Highway.

Applicant Presentation

Charlie Papan, Land Planner presented through PowerPoint Presentation.

Staff Presentation

Patrick Figurella, City Engineer, presented through PowerPoint Presentation.

Board Comments

Mr. Tobias inquired if there is a water main on the property.

Ms. Barletto asked if the properties that requested abandonment were commercial or residential.

Mr. Figurella replied that they were commercial.

Mr. Hadjimiry inquired if there is a sewer line in the proposed right of way.

Mr. Figurella explained the sewer line is on the West side of Federal Highway.

The Board Discussed the water pipes and right-of-way.

Motion to recommend APPROVAL to reduce the 10' right-of-way was made by Sam Metott and seconded by Jeri Pryor.

MOTION CARRIED 7-0

7. BOARD COMMENTS

Mr. Tobias stated there's a request for overnight cores for Sundry Village on August 7th, there will be 9 pours, 20 trucks queueing down Swinton 4 blocks.

Ms. Barletto stated she is not in favor of trucks in front of residential homes.

Ms. Prior asked why the work couldn't be done during the day or if there was any community outreach done.

Ms. Barletto noted the queue site should be between the Library and Sundry Village and trucks would drive around to pour site.

Ms. Barletto proposed the hours should be from midnight to 6am.

Ms. Prior inquired what public outreach is there to homeowners.

Ms. Barletto noted that if the project is approved the complaints to code should go to Patrick Figurella.

Mr. Tobias noted going forward night work will be discussed at this meeting.

The Board discussed the process for which night work is scheduled with the City and executed by the contractors.

Ms. Barletto stated several aspects of which should be a condition of approval, trucks should not queue in a residential area, to make sure their MOT route has as little backing up as possible, to limit the hours and to get proof that notice was given to residents.

8. ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 3:00 PM.

The undersigned is the Board Clerk of the Development Services Management Group, and the information provided herein is the Minutes of the meeting of said body **June 26, 2025**, which were formally adopted and APPROVED by the Board on _____.

ATTEST:

CHAIR

BOARD SECRETARY

NOTE TO READER: If the Minutes you have received are not completed as indicated above, then this means that these are not the official Minutes of the Development Services Management Group. They will become official minutes only after review and approval, which may involve some amendments, additions, or deletions.