

City of Delray Beach

*100 N.W. 1st Avenue
Delray Beach, FL 33444*



Minutes - Draft

Wednesday, March 25, 2026

5:01 PM

Regular Meeting

**Commission Chambers or Watch on YouTube:
<https://www.youtube.com/@cityofdelraybeachfl/streams>**

Site Plan Review and Appearance Board

1. ROLL CALL

The meeting was called to order by Jose Alvarez, Vice Chair at 5:01 p.m.

Present: 6 - Christina Morrison, Wensky Villanoix, Rettig Talbot, Cynthia Lloyd, Nicholas Coppola and Jose Alvarez

Absent: 1 - Annette Gray

2. APPROVAL OF AGENDA

MOTION to APPROVE the March 25, 2026 agenda was made by Christina Morrison seconded by Nicholas Coppola.

Yes: 6 - Morrison, Villanoix, Talbot, Lloyd, Coppola and Alvarez

Absent: 1 - Gray

3. MINUTES

MOTION to APPROVE the Minutes of the January 28, 2026 meeting was made by Rettig Talbot and seconded by Nicholas Coppola.

Yes: 6 - Morrison, Villanoix, Talbot, Lloyd, Coppola and Alvarez

Absent: 1 - Gray

3.A January 28, 2026

Attachments: [2026-01-28-DRAFT](#)

4. SWEARING IN OF THE PUBLIC

Jose Alvarez, Vice Chair, read the Quasi-Judicial Rules for the City of Delray Beach and Ms. Sinisgalli, Board Secretary, swore in all who wished to give testimony.

5. COMMENTS FROM THE PUBLIC

(NOTE: Comments on items that are NOT on the Agenda. Speakers will be limited to 3 minutes).

None

6. PRESENTATIONS

None

7. CONSENT AGENDA

None

8. QUASI-JUDICIAL HEARING ITEMS

8.A **540 West Atlantic Avenue - Dunkin Donuts (2024-152):** Level 2 Site Plan Application to revitalize the existing building at 540 West Atlantic Avenue into a Dunkin Donuts restaurant, including the addition of a 168 square foot walk-in cooler, modifications to the building elevations, and associated site improvements.

Address: 540 W. Atlantic Avenue

PCN: 12-43-46-16-01-021-0150

Property Owner: 540 West Atlantic, LLC

Authorized Agent: Michael Ventura, Architect

Project Planner: Alexia Howald, Senior Planner

Sponsors: Development Services Department

Attachments: [Dunkin Donuts: Staff Report](#)

[Dunkin Donuts: Site Plan](#)

[Dunkin Donuts: Survey](#)

[Dunkin Donuts: Architectural Plan Set](#)

[Dunkin Donuts: Engineering Plan Set](#)

[Dunkin Donuts: Landscape Plans](#)

[Dunkin Donuts: Irrigation Plans](#)

[Dunkin Donuts: Photometrics Plan](#)

[Dunkin Donuts: Plumbing Plan](#)

[Dunkin Donuts: Style Proposed Letter 540 Atlantic](#)

[Dunkin Donuts: Traffic Performance Standards Review Letter](#)

[Dunkin Donuts: FDOT Pre-App Letter](#)

[Dunkin Donuts: Drainage Report](#)

Exparte Communication

Rettig Talbot disclosed that he had walked the property and had communicated with Staff.

Nicholas Coppola disclosed that he had communicated with Staff.

Alexia Howald, Senior Planner, entered File 2024-152 into the record.

Applicant Presentation

Michael Ventura of Ventura Architecture presented the applicant request.

Mike Patel, property owner, was present.

Austin Scott, Landscape Architect, was present.

Staff Presentation

Alexia Howald, Senior Planner, presented an overview and analysis of the request.

Public Comment

None

Board Discussion:

Rettig Talbot expressed appreciation to the applicant and Staff for working through the review process. He stated that one of the black olive trees did not appear appropriate for the site and noted that the existing mahogany tree is in a poor location. Mr. Talbot asked whether the mahogany tree could be relocated into the traffic triangle where it may have a better opportunity to thrive. He also stated that there are too many black olive trees on the site and that they are located too close to the live oak. He requested that Black Olive Tree No. 1 be replaced, No. 7 to be removed and that the landscape plan include more native species.

Cynthia Lloyd echoed the appreciation expressed by Mr. Talbot and stated that the issue reflects a broader citywide concern.

Christina Morrison expressed concern regarding the south side of the building and noted that the fence on the south side is located on the subject property.

Mike Patel, property owner, stated that he preferred palm trees over olive trees.

Nicholas Coppola stated that he was open to further discussion to improve the landscape plan.

Wensky Villanoix stated that he was comfortable with the proposal as presented.

Jose Alvarez stated that black olive trees can be messy in parking lots. However, he noted that replacement trees would take several years to achieve a comparable size and therefore supported retaining the existing trees due to their maturity and size.

David Glover, Senior Landscape Planner for the City of Delray Beach, stated that a maintenance plan could help ensure aesthetically pleasing results.

Move approval of the Level 2 Site Plan Application to revitalize the existing building at 540 West Atlantic Avenue into a Dunkin Donuts restaurant, including the addition of a 168 square foot walk-in cooler, modifications to the building elevations, and associated site improvements.

MOTION CARRIED 6-0

Yes: 6 - Morrison, Villanoix, Talbot, Lloyd, Coppola and Alvarez

Absent: 1 - Gray

9. REPORTS AND COMMENTS

- A. Staff
- Meeting Dates
 - Project Updates

Rafik Ibrahim advised the Board that the next meetings are scheduled for April 22th, May 27th, and June 24th.

- B. Board Attorney

None

- C. Board Comments

None

10. ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m.

The City shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the City. Please contact the Human Resources Department at (561) 243-7125 at least 24 hours prior to the program or activity for the City to reasonably accommodate your request. Adaptive listening devices are available for meetings in the Commission Chambers. If a person decides to appeal any decision made by the Site Plan Review and Appearance Board with respect to any matter considered at this meeting or hearing, such persons will need a record of these proceedings, and for this purpose such persons may need to ensure that a verbatim record of the proceedings is made. Such record includes the testimony and evidence upon which the appeal is to be based. The City does not provide or prepare such record. Two or more City Commissioners may be in attendance.