

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

MEETING DATE: November 13, 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 Anthea Gianniotis, Chair, at 2:00 PM.

1. ROLL CALL

A quorum was present.

Members present: Anthea Gianniotis, Chair; Russ Mager, Joseph Mazzeo, Missie Barletto, Steve Tobias, Hassan Hadjimiry, Samuel Metott, Cynthia Buisson, Gary Ferreri, and Jeri Pryor.

Absent: None.

Staff Present Lynn Gelin, City Attorney; Jeff Oris, Asst. City Manager; Ron Martin, Fire Chief; Diane Miller, Board Secretary

2. APPROVAL OF AGENDA

Motion to APPROVE the November 13, 2025, agenda, was made by Sam Metott and seconded by Joseph Mazzeo.

MOTION CARRIED 8-0

3. MINUTES

Motion to APPROVE the Minutes for January 9, 2025, February 13, 2025, and April 24, 2025, was made by Joseph Mazzeo and seconded by Cynthia Buisson.

MOTION CARRIED 8-0

4. CONSENT AGENDA

4.A Approval of the non-impact event known as “Coco Market” to be held on the first Sunday of each month in 2026, at the Old School Square Amphitheater and West Lawn; and to authorize the special events manager to take all actions necessary to effectuate the special event permit.

4.B Approval of the non-impact event known as “Andre Design District Art Walk” to be held on January 9, 2026, at 1800-1874 Dr. Andres Way; and to authorize the special events manager to take all actions necessary to effectuate the special event permit.

4.C Approval of the non-impact event known as “The Club Delray Winter Ignite Games” to be held on January 25, 2026, at Old School Square; and to authorize the special events manager to take all actions necessary to effectuate the special event permit.

4.D Approval of the non-impact event known as “Friends of Cecilia to be held on January 18, 2026, at Old School Square; and to authorize the special events manager to take all actions necessary to effectuate the special event permit.

4.E Approval of the non-impact event known as “MLK Walk” to be held on January 19, 2026, at 1st Ave, MLK Blvd, NW 8th Ave, NW 1st Street, NW 5th Ave, and Spady Museum; 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 8-0

5. OLD BUSINESS

None.

6. NEW BUSINESS

6.A. Recommendation of the Development Services Management Group of the City of Delray Beach, Florida, to the City Commission for an impact event known as “5th Annual Delray Beach Concours D’Elegance 2026” to be held on April 17-19, 2025, at the Old School Square Amphitheater, Park, and front Lawn and on NE 2nd Ave and NE 1st Ave.

Board Comments

Ms. Gelin spoke about the parade referenced on page 31 of the event application, she noted it was not specifically referenced by SETAC, she warned against making decisions in a piece meal fashion.

Jeri Pryor arrived at 2:06 pm

Ms. Gianniotis encouraged detailed discussion on this event so that everything can be addressed at once.

Ms. Barletto inquired about previous road closures for car parades.

Mr. Metott noted the Special Events Policy and how it addresses 501c3 events.

Mr. Ferreri added the Police Department doesn’t have the resources to support the parade.

Ms. Prior inquired about a process for the applicant to pay for City resources that are needed during an event.

Ms. Barletto asked for clarification on the Venue, particularly the Gala at the Arts Garage.

Ms. Gianniotis inquired about which local non-profit is benefiting, information about the parade, whether there’s a comprehensive schedule.

Mr. Zengage replied, stating they're not using city sponsorship and most of the non-profits are city funded institutions.

Ms. Gianniotis asked for clarification on the alcohol and food, and the free vs. paid events.

Mr. Zengage answered that the paid event is a VIP reception at the Cornell Art Museum with drinks provided by the DADA and food catered. The free event will have alcohol concessions and no food sold or provided.

Ms. Gianniotis and Mr. Ferreri agreed that providing alcohol with no food can be risky.

Mr. Zengage clarified that only beer and wine would be available.

Ms. Gianniotis inquired regarding the need for a fence.

Mr. Zengage answered that the fence is for safety, crowd management, to allow alcohol sales, and as this is a free non-ticketed event the fence is needed to capture data to determine economic analysis.

Ms. Barletto inquired on the liquor license and insurance.

Mr. Zengage offered that the DADA liquor license covers the insurance for the fenced area. He also noted that regarding the parade, Delray Beach Police Department informed him they do not do escorts, Palm Beach County Sheriff's Office will.

Ms. Gelin noted the LDR doesn't allow bridges to be closed for special events.

Mr. Zengage inquired about changing the route of the parade.

Ms. Barletto noted the route needs to be submitted 90 days in advance and the need for FDOT coordination.

Ms. Gelin suggested Mr. Zengage revise his application and be sent back to SETAC.

MOTION to DECLINE to take action; application needs to be updated and go back to SETAC.

7. BOARD COMMENTS

The Board discussed changes to the Special Events policy, particularly how it affects discounts to the applicant as a Non-Profit.

Ms. Gianniotis noted that issuing a discount may not make the City whole after resources are expended for the event.

The Board discussed how events usually mean that staff across departments are working events overtime.

Mr. Metot noted some applicants rely on the discount to be able to put on events.

Ms. Gianniotis noted the cost versus the benefit of events needs to be considered.

Mr. Oris noted the discount wasn't an issue in the past, that the City has refined the qualifications for non-profits and added a cap to the amount discount should be considered.

The Board discussed the differences between some of the non-profit and for-profit events.

Mr. Oris noted the deadline for 180 days before an event could be misleading.

Ms. Barletto added that Worthing Park is not big enough for any special event. She also inquired about the DDA renting space out for events, and if they must ask SETAC. She noted the people who rent are reaching out to Utilities to get free, reserved, and valet parking.

The Board discussed parking accommodation for Special Events.

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Ms. Prior added Special Events should pay the full City cost for personnel.

Mr. Martin offered that implied consent and off-shoot events should be disclosed. Sale of alcohol without food is problematic, and staff should be treated with respect by applicants.

Mr. Ferrari asked if there was a policy on excessive communication with applicants.

Ms. Gelin replied, as public servants we have a duty to the public but if an applicant is not heading in the direction the best course of action may be to let the project come to the board and be denied or continued.

8. ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 3:25 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 **November 13, 2025**, which were formally adopted and **APPROVED** by the Board on March 26, 2026.

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.