

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

MEETING DATE: January 11, 2024

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

1. CALL TO ORDER

The meeting was called to order by Anthea Gianniotos at 2:03 PM.

2. ROLL CALL

A quorum was present.

Members present were Anthea Gianniotos, Development Services Director; Hassan Hadjimiry, Utilities Director; Missie Barletto, Public Works Director; Patrick Figurella, City Engineer; Steve Tobias, Chief Building Official; Danise Cleckley, Neighborhood and Community Services Assistant Director; Travis Franco, Assistant Fire Chief; Russ Mager, Police Chief; Sammuell Metott, Parks and Recreation Director.

Absent: None

Staff Present were Lynn Gelin, Jeff Oris, Nan Krushinski and Alexia Howald

3. APPROVAL OF AGENDA

Add item 4AA Discussion regarding the approval of impact and nonimpact special events.

Item 5B to become 6AA

Item 5E to become 6BB

Item 5D to become 6CC

Motion to APPROVE the amended January 11, 2024, agenda, was made by Patrick Figurella and seconded by Missie Barletto.

MOTION CARRIED 9-0

4. MINUTES

Motion to APPROVE the November 30, 2023, minutes was made by Missie Barletto and seconded by Sammuell Metott.

MOTION CARRIED 9-0

AA. Discussion regarding the approval of impact and nonimpact special events.

Anthea Gianniotos emphasized that the Board exercises its ultimate authority over non-impact items featured on the consent agenda. Specifically, the Special Event Permit requests outlined within the consent agenda require explicit approval for non-impact events.

Furthermore, amendments were made orally to the agenda, ensuring that all items within the consent portion of the agenda reflect final approval from the Board, with exceptions made for any items that were individually pulled for further consideration.

5. Consent Agenda

Motion to APPROVE items 5A and 5C, was made by Sammuell Metott and seconded by Patrick Figurella and.

MOTION CARRIED 9-0

6. New Business

AA. CRUISER PALOOZA: Recommendation of the Development Services Management Group of the City of Delray Beach, Florida, approving the non-impact event known as "Cruiser Palooza" to be held on April 6, 2024, at Old School Square Pavilion, lawn and great lawn.

Board Comments

Anthea Gianniotis highlighted that the staff had informed the applicant about the prohibition of tattooing within a tent, noting that the venue map for Special Events clearly designates a space for a tattoo booth. Ms. Gianniotis then sought further clarification from the applicant regarding the nature of activities planned within the tents labeled as "artist tent" on the provided venue map. In response, the applicant confirmed that no tattooing would take place during the event.

Motion to postpone the Cruiser Palooza Special Event Permit request to the February 8, 2024, meeting, was made by Missie Barletto and seconded by Patrick Figurella and.

MOTION CARRIED 9-0

BB. DELRAY IN WHITE UNDER THE TREE GARDEN PARTY: Recommendation of the Development Services Management Group of the City of Delray beach, Florida, approving the non-impact event known as "Delray in White under the Tree Garden Party" to be held on December 5, 2024, at Old School Square.

Board Comments

Anthea Gianniotis pointed out that the applicant had proposed December 12, 2024, as a backup rain day for the event, coinciding with the Christmas Tree Lighting. Expressing concern about a possible conflict, Ms. Gianniotis sought reassurance from the staff who assured her that both events could take place simultaneously without any complications.

Motion to approve the non-impact event known as Delray in White Under the Tree Garden Party, was made by Patrick Figurella and seconded by Sammuell Metott.

MOTION CARRIED 9-0

DD. THE INCREDIBLE PINK 5K WALK: Recommendation of the Development Services Management Group of the City of Delray Beach, Florida, approving the non-impact event known as "The Incredible Pink 5k Walk" to be held on October 12, 2024, at Anchor Park and the approved 5k route along state road A1A.

Board Comments

Patrick Figurella noted that the Special Events Permit application failed to specify the street intended for closure. Specifically, the application neglected to mention that A-1A was the designated street to be closed for the event.

Motion to approve the non-impact event known as The Incredible Pink 5k Walk with the condition that the application has the scribes error corrected and to reflect the parade route on the attachment, was made by Patrick Figurella and seconded by Missie Barletto.

MOTION CARRIED 9-0

6. New Business

A. 15TH ANNUAL SAVOR THE AVENUE: Recommendation of the Development Services Management group of the City of Delray Beach, Florida, to the City Commission for an impact event known as "15th Annual Savor the Avenue" to be held on March 25, 2024, on East Atlantic Avenue between Swinton Avenue and NE/SE 5th Avenue.

Applicant Presentation

Laura Simon, Downtown Development Authority President

Board Comments

Nan Krushinski provided a summary of the special event request.

Steve Tobias inquired about the availability of an alternative rain date. The applicant responded affirmatively, stating that the following Monday would serve as the designated rain date.

Motion to recommend the approval of the impact event known as the 15th Annual Savor the Avenue, was made by Missie Barletto, and seconded by Russ Mager.

MOTION CARRIED 9-0

B. 905 SW 14TH AVENUE (2023-159): Right-of-Way reduction request for SW 13th Avenue from the required width of 50 feet to maintain the existing width of 45 feet, associated with additional development, known as Delray Business Incubator, on the property located at 905 SW14th Avenue.

Applicant: Doug Nicholson; dnicholson@peoplestrustinsurance.com

Designated Agent: John Tice, Architect; jtice@galloherbert.com

Project Planner: Alexia Howald, Senior Planner

Applicant Presentation

John Tice, Architect, GHR Architects; 1045 E Atlantic Avenue #303, Delray Beach, FL 33483

Staff Presentation

Alexia Howald presented via a PowerPoint presentation.

Board Comments

Patrick Figurella noted the absence of records indicating that a 5-foot right-of-way dedication was requested during the development of the southern property portion. He noted that the Right of Way currently is 45 feet where 50 feet is required along SW 13th Avenue. If the 5-foot dedication was provided, Mr. Figurella pointed out that the existing 5-foot landscape buffer, mandated by code, would need to be removed.

Anthea Gianniotis confirmed that the existing travel lane width and sidewalk width adhere to the City’s Land Development Regulation requirements. She inquired whether the existing utility easement could be amended to allow in the future SW 13th Avenue improvements and widening and sought clarification on the number of available on site parking spaces.

Steve Tobias emphasized that the Housing Authority to the east dedicated the required 5 feet. Mr. Tobias noted that the existing fence would need to be removed if the applicant’s request was denied and the dedication was provided.

Hassan Hadjimiry requested further details about the existing landscape buffer and expressed concern about the potential inconsistency in the right-of-way along SW 13th Avenue if the dedication were approved.

Missie Barletto raised questions about the relocation of the existing fence if the dedication were provided. The applicant indicated the property owner's intention to retain the fence. Ms. Barletto also inquired about the placement of light posts and the current locations of water and sewer lines. She voiced opposition to the applicant's request, emphasizing the importance of adhering to the City's Land Development Regulations and highlighting that the dedication could facilitate future improvements such as additional on-street parking.

MOTION to deny the applicant’s Right of ay reduction request was made by Missie Barletto and seconded by Patrick Figurella.

MOTION CARRIED 9-0

7. COMMENTS

Lynn Gelin emphasized to the Board members the importance of limiting discussions on agenda items to the applicant's specific requests. Additionally, she mentioned that the Development Services Management Group Bylaws would be presented to the Board at the next meeting.

Missie Barletto voiced the importance of ensuring that applications for Special Event Requests are complete and accurate prior to appearing before the Board, as this would benefit both the applicant and the Board.

Anthea Gianniotis highlighted the requirement for applicants seeking Right-of-Way

Reductions to provide surveys indicating the centerline dimensions.

Patrick Figurella recommended that the file names of attachments should be distinct from one another.

8. ADJOURN.

There being no further business to come before the Board, the meeting was adjourned at 3:10 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 **January 11, 2024**, which were formally adopted and **APPROVED** by the Board on **March 14, 2024**.

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.