

**MINUTES  
BOARD OF ADJUSTMENT  
CITY OF DELRAY BEACH**

**MEETING DATE:** July 17, 2025

**MEETING PLACE:** City Commission Chambers

**1. CALL TO ORDER**

The meeting was called to order by Richard Kasser, Chair, at 5:01p.m.

**2. ROLL CALL**

A quorum was present.

**Members Present:** Richard Kasser, John DeLacio, Jesse Schloesser, Mark Ronald, Michelle Wilson and Brenda Cullinan.

**Members Absent:** Tiana Morales

**Staff Present:** Kelly Brandon, Assistant City Attorney; Amy Alvarez, Development Services Assistant Director; Madison Brown, Development Permit Manager, and Diane Miller, Board Secretary.

**3. APPROVAL OF AGENDA**

**MOTION** to approve the amended agenda of July 17, 2025, made by Mark Ronald and seconded by Brenda Cullinan.

**Motion Carried 6-0**

**4. MINUTES**

**MOTION** to approve the minutes for January 16, 2025, March 6, 2025 and May 1, 2025, was made by Jesse Schloesser and seconded by Mark Ronald.

**Motion Carried 6-0**

**5. SWEARING IN OF THE PUBLIC**

Richard Kasser read the quasi-judicial rules for the City of Delray Beach and Ms. Miller swore in all who wished to give testimony.

**6. COMMENTS FROM THE PUBLIC**

None

**7. PUBLIC HEARING ITEMS**

**A. 1916 & 1920 Spanish Trail (File #2025-150-VAR-BOA):** Consideration of a variance request from Land Development Regulation (LDR) Section 4.6.15(G)(1)(a), Swimming Pool, Whirlpools, and Spas: Yard Encroachment, to reduce the front setback from the

minimum requirement of 25 feet to 10 feet associated with the construction of a swimming pool for each unit in the duplex.

Address: 1916 Spanish Trail and 1920 Spanish Trail

PCN: 12-43-46-28-01-000-0961 & 12-43-46-28-01-000-0962

Applicant/ Owner: Alex J. Lewis & Francesca Lewis

Agent: Abrams Law Firm; C/O Ryan Abrams,

Planner: Jennifer Buce, Planner

Madison Brown, Development Permit Manager, entered file number 2025-150 into the record.

### **Exparte Communication**

Jesse Schloesser emails from city staff.

John DeLacio emailed questions to city staff and drove by property.

Mark Ronald emailed questions to city staff.

Richard Kasser read provided emails, drove by the property and researched the Property Appraiser's website.

Brenda Cullinan read provided emails.

Michelle Wilson read provided emails.

### **Applicant Presentation**

Ryan Abrams of Abrams Law Firm presented the applicant request.

### **Staff Presentation**

Madison Brown, Development Permit Manager, presented an overview and analysis of the request.

### **Public Comments**

Micheal Young, 1807 Spanish Trail, noted safety and traffic concerns and added that mailed notice was not received.

William Madden, 962 Tropic Blvd, expressed concerns with compatibility in the neighborhood and the space needed.

### **Rebuttal/Cross Examination**

Mr. Abrams addressed the mailed notices, their firm reached out to the US Postal Service and the notice service but neither could confirm delivery.

Ms. Brandon suggested the hearing be moved to another date so neighbors can be sent mailed notice.

Ms. Alvarez added that the City does not require tracking of the mailed notices.

**MOTION** to postpone hearing pending confirmation of mailed notices was made by Mark Ronald and seconded by Jessie Schloesser.

**Motion Carried 6-0**

**8. REPORTS AND COMMENT**

A. City Staff

Ms. Alvarez noted the use of yellow placards for variances.

Mr. Schloesser inquired about the process of sending mailed notices.

Mr. Kasser inquired in the event a decision is made, and an owner does not receive mailed notice, can the decision be challenged.

Ms. Brandon noted it would be a violation of due process.

Ms. Alvarez added the next meeting may be September if the notices for 1916 & 1920 Spanish Trail can't be sent in time for an August meeting. She then congratulated Mr. Kasser on his appointment to the Historic Preservation Board.

B. Board Attorney

None

C. Board Members

Mr. Delacio asked who decides the verbiage for the variance request.

Ms. Brown noted past verbiage was confusing and has since been updated.

**9. ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 6:00pm.

The undersigned is the Secretary of the Board of Adjustments, and the information provided herein is the Minutes of the meeting of said body for **July 17, 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 Board of Adjustments. They will become official minutes only after review and approval, which may involve some amendments, additions or deletions.