



City of Delray Beach

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

Advisory Board Agenda Planning and Zoning Board

*Christopher Brown
Mitch Katz
Jeff Meiselman
Judy Mollica
Gregory Snyder
Dedrick Straghn
Alison Thomas*

Monday, April 21, 2025

5:01 PM

Commission Chamber or Watch on YouTube:
<https://www.youtube.com/channel/UCc2j0JhnR8Hx0Hj13RhCJag/streams>

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. MINUTES

A. October 21, 2024

Attachments: [Minutes \(DRAFT\)](#)

B. November 18, 2024

Attachments: [Minutes \(DRAFT\)](#)

C. December 16, 2024

Attachments: [Minutes \(DRAFT\)](#)

5. SWEARING IN OF THE PUBLIC

6. COMMENTS FROM THE PUBLIC

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

7. PRESENTATIONS

- A. City's Annual Infrastructure Improvement Hearing: Review the public comments collected during the Annual Infrastructure Improvement Hearing process since February 24, 2025 and recommend which projects should be forwarded to City Staff for evaluation and inclusion in 2025-2029 Capital Improvements Plan (CIP).

NOTE: Public comments are provided in the attachment.

Planner: Rebekah Dasari, Principal Planner; dasarir@mydelraybeach.com

Attachments: [PZB Staff Report, Infrastructure Hearing](#)
[2025 Infrastructure Hearing Comments Through April 11, 2025](#)
[Public Works Response, 2025 Infrastructure Comments](#)

8. QUASI-JUDICIAL HEARING ITEMS

- A. Layton Pointe (2024-109): Provide a recommendation to the City Commission regarding a Major Subdivision Plat, "Layton Pointe" a 9.34-acre re-plat of a portion of the southwest quarter (SW 1/4) of Section 24, Township 46 south, range 42 east, presently addressed as 3900 Sherwood Boulevard.

Address: 3900 Sherwood Blvd.

PCN: 12-42-46-24-02-007-0071

Applicant / Property Owner: Toll Southeast LP Company, Inc.

Agent: Christina Bilenki, Esq., Miskal Backman LLP

Planner: Grisel Rodriguez, Senior Planner, rodriguezg@mydelraybeach.com

Attachments: [Staff Report, Layton Pointe](#)
[Applicant Statement](#)
[Layton Pointe Proposed Plat](#)
[Survey](#)
[Site Plan \(For Illustrative Purposes Only; Separate Approval\)](#)
[PBC Traffic Performance Standards Letter](#)
[Traffic Statement](#)
[Palm Beach County Schools Letter](#)

- B.** Tiffany Cottages (File 2023-122): Consideration of a Level 2 Site Plan Application to allow the conversion of an existing non-habitable structure into a 413 square-foot detached dwelling unit, along with two variance and one landscape waiver, associated with Architectural Elevations and Landscape Plans.

Address: 2312 Spanish Trail

PCN: 12-43-46-28-02-000-1320

Applicant/ Owner: Spanish River Road Apartments, LLC

Agent: Mike Covelli, Covelli Design Associates, Inc.; mike@covellidesign.com

Planner: Alexia Howald, Senior Planner; howalda@mydelraybeach.com

Attachments: [Staff Report, 2312 Spanish Trail](#)
[Site Plan, 2312 Spanish Trl](#)
[Architecture, 2312 Spanish Trl](#)
[Landscape Plan, 2312 Spanish Trl](#)
[Photometric, 2312 Spanish Trl](#)
[Survey, 2312 Spanish Trl](#)
[Elevations - Photos, 2312 Spanish Trl](#)
[SCAD Letter, 2312 Spanish Trl](#)
[Traffic Statement, 2312 Spanish Trl](#)
[Variance Justification, 2312 Spanish Trl](#)
[Waivers Request, 2312 Spanish Trl](#)

- C.** 109 SE 5th Ave - Architectural Design Style (2024-104): Provide a recommendation to the City Commission regarding the implementation of the Contemporary Functionalism architectural style in the Central Business District.

Address: 109 SE 5th Avenue

PCN: 12-43-46-16-F1-000-0010

Applicant / Property Owner: 109 5th LLC

Agent: Neil Schiller, Esq. NeilSchiller@govlawgroup.com

Planner: Julian Gdaniec, Senior Planner; gdaniec@mydelraybeach.com; Alexia Howald, AICP, Senior Planner; howalda@mydelraybeach.com

Attachments: [Staff Report, Architectural Style \(109 SE 5th Ave\)](#)
[Applicant Narrative, 109 SE 5th Ave](#)
[Architectural Plans, 109 SE 5th Ave](#)

9. LEGISLATIVE ITEMS

- A.** Amendment to the Land Development Regulations, Retail Tobacco and Nicotine Products Dealers (2025-093): Provide a recommendation to the City Commission on Ordinance No. 04-25, a City-initiated amendment to Section 4.3.3, "Special Requirements for Specific Uses" to adopt Subsection (DDD), "Retail Tobacco and Nicotine Products Dealer," Appendix A, "Definitions" to adopt a definition of Retail Tobacco and Nicotine Products Dealer, and Section 4.4.13, "Central Business (CBD) District" to adopt additional regulations governing the frequency of such use.
Applicant: City-initiated request.
Planner: Rebekah Dasari, dasarir@mydelraybeach.com

Attachments: [Staff Report, Standalone Retail Tobacco](#)
 [Ordinance No. 04-25, Standalone Retail Tobacco](#)

10. REPORTS AND COMMENTS

- A. Staff
- Meeting Dates
 - Project Updates
- B. City Attorney Comments
- C. Board Comments

11. ADJOURN

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 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.