



CITY OF DELRAY BEACH

100 NW 1st Avenue
Delray Beach, FL 33444

ADVISORY BOARD MINUTES
PUBLIC ART ADVISORY BOARD
DRAFT

Tuesday, January 27, 2026

6:00 p.m.

City Hall, 1st Floor Conference Room

1. **CALL TO ORDER:**

The meeting was called to order by Montre Bennett, Chair, at 6:03 pm.

2. **ROLL CALL:**

Present:

Andrea Sherman
Bob Costello
Daniel Cianciotto
Lark Keeler, Second Vice Chair
Michelle Kaplan
Montre Bennett, Vice Chair

Absent:

Samuel Spear Jr., Chair

Staff present:

William Bennett, Assistant City Attorney
Rob Evans, Economic Development Manager, Board Liaison
Jeane St. Luce, Executive Assistant

Roll was called and quorum was present.

3. **APPROVAL OF AGENDA:**

A Motion was made by Bob Castello, seconded by Lark Keeler to approve the agenda. All in favor, no opposed. Motion **PASSED** unanimously (6-0).

4. **APPROVAL OF MINUTES:**

A Motion was made by Lark Keeler, seconded by Michelle Kaplan to approve December 16, 2025 Minutes. All in favor, no opposed. Motion **PASSED** unanimously (6-0).

5. **PUBLIC COMMENTS**

None

6. OLD BUSINESS:**A. Downtown Development Authority (DDA) Art Update – Marusca Gatto**

Ms. Gatto provided an update. Discussion ensued on having a table at the Art on the Square.

B. Utility Box Wrapping Update

Mr. Evans advised four utility boxes have been identified as owned by the City of Delray Beach: Cross Sections: W. Atlantic Avenue & SW 4th Avenue; SW 1st and SW 5th Avenue Cross Street; W. Atlantic Avenue & SW 9th Avenue; and Old School Square Silver Ball Museum Parking Lot. The Board can review the locations and select three to move forward.

Ms. Keeler, Second Vice Chair, asked if all the utility boxes were the same size. Mr. Evans stated they are all different sizes and the one at Silver Ball Museum is very large.

Mr. Bennett, Vice Chair, stated the cost of the wrap will be determined by the size of the utility box. Mr. Evans said he will have to get quotes, and he does not know if it will be by the size or the installation. He will get a quote from the vendor used by Boynton Beach.

Ms. Keeler, Second Vice Chair, asked of the utility boxes identified by the City, are there any recommendations by the City on how the boxes should be prioritized. Mr. Evans stated no.

Mr. Bennett, Vice Chair, recommended selecting three of four identified utility boxes to allow the project to move forward. Additionally, he stated Ms. Keeler created a Call To Artist and asked the Board to review and advise if something needs to be modified.

Ms. Keeler, Second Vice Chair, asked if Mr. Evans had photos of the utility boxes as she wants to visually review them. Mr. Evans stated he did not.

Ms. Keeler, Second Vice Chair, opened her laptop to each of the utility boxes, and the Board reviewed each of the utility boxes for size and location. Discussion ensued on each of the utility boxes.

A Motion was made by Michelle Kaplan to move forward with the wrapping of utility boxes at locations 1 – Cross Section: W. Atlantic Avenue & SW 4th Avenue; 2 – Cross Section: SW 1st and SW 5th Avenue Cross Street; and 3 – W. Atlantic Avenue & SW 9th Avenue, seconded by Andrea Sherman. All in favor, no opposed. Motion **PASSED** unanimously **(6-0)**.

C. Heritage Art Project Update

Mr. Evans stated there is no update.

7. NEW BUSINESS:

None

8. COMMENTS:**A. Comments by Staff**

Mr. Evans explained the February 24th meeting is at the same time as a City Commission meeting and the meeting needs to be canceled.

Ms. Keeler, Second Vice Chair, asked if the Board can use a location off site. Mr. Evans will investigate.

Mr. Bennett, Assistant City Attorney, stated the meeting must be open to the public.

Mr. Bennett, Chair, asked Mr. Evans if the Call To Artist was completed today, would not having a meeting dampen the forward movement. Mr. Evans stated he would have to review the Call To Artist and go over the specifications.

Ms. Keeler, Second Vice Chair, stated she wants a February meeting but if it is not possible then she understands. Mr. Evans stated he will investigate and is open to a different location. Mr. Bennett, Chair, stated he recommends the Arts Garage or Library.

Mr. Bennett, Assistant City Attorney, suggested staying on city property so he recommended the SOC building.

Discussion ensued on different locations.

Mr. Evans provided the ordinance and Capital Improvement fund information to the Board.

Ms. Keeler, Second Vice Chair, asked if any of the water improvements is qualifiers for art funding. Mr. Evans will investigate.

Ms. Keeler, Second Vice Chair, asked if anyone knew where the current funding amount came from. Mr. Evans stated he did not know but would investigate. Mr. Costello stated from taxpayers.

B. Comments By Board Members

Ms. Keeler, Second Vice Chair, provided the Board with the Call To Artist requirements and discussed the requirements. She asked about the submission platform.

Mr. Evans asked Ms. Gatto which submission platform she utilizes. He stated the submission platform he investigated is Café. Discussion ensued on the differences between the two submission platforms.

Ms. Keeler, Second Vice Chair, stated that how to apply and marketed would need to be worked out as well as who would be the point person at the City.

Mr. Bennett, Assistant City Attorney, advised Mr. Evans to discuss further with Purchasing. Discussion ensued.

Mr. Evans suggested the Board review the different platforms to see which one we want to go with. He stated he likes Ms. Gatto's platform as it's very robust with a lot of features that can be utilized such as paying the artist through the platform.

Mr. Bennett, Assistant City Attorney, advised Mr. Evans that the city will not allow payments to the artist through the platform.

Mr. Costello stated the City of Boynton Beach has sent out a Call To Artist and has everything on their website, which includes the Call To Artist and how the artist will submit. Reviewing their Call To Artist can give everyone a more precise idea of how to proceed.

Ms. Keeler, Second Vice Chair, advised Mr. Evans another component is housing everything on the website.

Ms. Keeler, Second Vice Chair, went to the City of Boynton Beach's website on her computer to find the wrapping of utility boxes project. She read the themes associated with the project.

Discussion ensued regarding themes or allowing the artist to be creative. Discussion continued regarding guidelines for the artwork.

Ms. Keeler, Second Vice Chair, asked if the artist would be paid an honorarium. Discussion ensued.

Mr. Bennett, Chair, questioned if the same artistic wrap will be on all three utility boxes or a different artistic wrap on each of the utility boxes. Discussion ensued.

Discussion ensued on the resolution requirement of the artists submission.

Ms. Keeler, Second Vice Chair, asked if the artist should submit a context statement. There was a consensus for no context statement.

Ms. Keeler, Second Vice Chair, asked if the artist should submit an artist resume. There was a consensus for the artist to submit a resume.

Ms. Keeler, Second Vice Chair, asked if the artist should submit a portfolio. There was consensus for the artist to submit a portfolio.

Ms. Keeler, Second Vice Chair, went over the artwork specifications and guidelines. Discussion ensued.

Ms. Keeler, Second Vice Chair, stated the artist must own all rights to submitted imagery. Discussion ensued.

Mr. Evans asked about the artist not being able to publish that specific piece of art in another place. Ms. Gatto stated the artist is always going to own the right to their art. She further stated the Board can specify you don't want them to use art in designated places.

Ms. Keeler, Second Vice Chair, further discussed the criteria and timeline.

Mr. Evans stated that since the Board has selected the three new utility boxes, it must go before the Commission to get approval to move forward. Mr. Costello commented that he did go before the Commission regarding the utility boxes.

Mr. Bennett, Assistant City Attorney, clarified that the Board previously went before the Commission with a presentation. There was not a motion or action taken at the presentation. There was a consensus to move forward with the project, but they did not formally vote to allow any utility boxes to be wrapped. Since the project will be using city property, the Commission has the authority to permit the use of city property. The Board should present the selected utility boxes and get the Commission approval before the Call To Artist since the Call To Artist will list the selected utility boxes with the dimensions. The Commission may not authorize the use of the selected utility boxes or may select different utility boxes.

Mr. Costello stated what if the Commission asked what images would be on the utility boxes.

Mr. Bennett, Assistant City Attorney, stated he envisions it would be treated just as if the city were an applicant. The permit application to be signed, the art would need to come before this board to be approval as art by an applicate to be put on property, reviewed for Land Development Regulations, then go before the Commission. He clarified the Commission would approve the boxes, the Call To Artist would go out to get applications, the applications would formally come before this Board as an action item and then it would go before the Commission as an Appealable Land Use item. Mr. Bennett, Assistant City Attorney, explained the Appealable Land Use process.

Ms. Keeler, Second Vice Chair, stated when we request the approval of the utility boxes maybe we should advise on the cost and get both approved at the same time.

Mr. Bennett, Assistant City Attorney, commented all the figures that he has heard are within the City Manager's threshold; therefore, he does not believe the Board will need to go before the Commission for funding approval. Mr. Evans will be working with Purchasing when he is putting the solicitation together.

Ms. Keeler, Second Vice Chair, stated if any of the Board members have any further changes to please advise Mr. Evans and he can advise her.

Ms. Keeler, Second Vice Chair, asked if the Board would like her to craft some signage for the Art on the Square event. There was a consensus for Ms. Keeler to create some signage.

Mr. Evans advised he would measure and take quality pictures of the utility boxes.

Ms. Keeler, Second Vice Chair, stated Mr. Evans should move forward with an item to the Commission for the three selected utility boxes.

Mr. Evans asked Mr. Bennett, Assistant City Attorney, what is the next process and does the Board need to get Commission approval for the three utility boxes before the Board does the Call To Artist or does that happen at the same time.

Mr. Bennett, Assistant City Attorney, stated logically if you're going to do a Call To Artist and the Board chooses three utility boxes, the specifications of the three utility boxes will be listed. The Commission could say they do not want any of those three utility boxes and there has already been a Call To Artist with specifications that are not usable. The Board should get Commission approval for the utility boxes, so the specifications are correct.

Mr. Costello stated the first step is to go before the Commission with the three selected utility boxes.

Mr. Bennett, Assistant City Attorney, stated Mr. Evans can speak with the City Manager and Purchasing as they may have a different opinion.

Mr. Evans stated he will obtain the specifications of the three utility boxes and speak with the City Manager. Once he gets the specifications and pictures, he will send them to the Board to create a presentation and advise the Board has selected these three utility boxes from the four identified utility boxes that are owned by the city. Once the utility boxes have been approved, the Board can move forward with the Call To Artist.

Mr. Costello provided Mr. Evans with additional utility boxes to investigate if they are city owned.

9. **ADJOURNMENT:**

The meeting was adjourned at 7:19 pm.

Board Liaison

Date

Board Chair

Date