

**MINUTES
HISTORIC PRESERVATION BOARD
CITY OF DELRAY BEACH**

MEETING DATE: October 15, 2025

MEETING PLACE: City Commission Chambers

1. CALL TO ORDER

The meeting was called to order by Kelly Brandon, Assistant City Attorney at 5:02 P.M.

2. ROLL CALL

A quorum was present.

Members present John Miller, Chair; Chris Cabezas, Vice Chair; Carol Perez, 2nd Vice Chair; and Benjamin Baffer.

Absent Peter Dwyer; Vlad Dumitrescu; and Richard Kasser.

Staff Present were Kelly Brandon, Assistant City Attorney; Michelle Hoyland, Principal Planner; Katherina Paliwoda, Senior Planner; Michelle Hewett, Senior Planner; and Brittany Welter, Board Secretary.

3. APPROVAL OF AGENDA

Motion to APPROVE the agenda for October 15, 2025, made by Chris Cabezas and seconded by Carol Perez.

MOTION CARRIED 4-0

4. MIUNTES

Motion to APPROVE July 2, 2025 & September 17, 2025, Minutes made by Chris Cabezas and seconded by Carol Perez.

Motion Carried 4-0

5. SWEARING IN OF THE PUBLIC

John Miller, Chair, read the Quasi-Judicial Rules for the City of Delray Beach and Brittany Welter swore in all who wished to give testimony.

6. COMMENTS FROM THE PUBLIC

None.

7. QUASI-JUDICIAL HEARING ITEMS

A. Certificate of Appropriateness (HP117-2025): Consideration of a Certificate of Appropriateness & Level 1 Site Plan application for exterior modifications to a non-contributing, commercial structure.

Address: 250 Royal Court, Del-Ida Park Historic District

Owner/Applicant: 250 Royal Court, LLC

Planner: Michelle Hewett, Senior Planner

Exparte

John Miller – None

Chris Cabezas – None

Carol Perez – Drove by the site

Benjamin Baffer – None

Michelle Hewett, Senior Planner, entered file HP117-2025 into the record.

Applicant

Victor Cook; 250 Royal Court, presented through Microsoft PowerPoint Presentation.

Staff Presentation

Michelle Hewett, Senior Planner, presented through Microsoft PowerPoint Presentation.

Public Comment

None.

Rebuttal/Cross

Mr. Cook stated the improvements presented tonight are a part of large project that's already underway.

Ms. Hoyland clarified that the original building permit had operable hopper windows.

Board Comments

Mr. Cabezas noted that the vertical siding is an important visual architectural feature and as well as the style of the old windows.

Mr. Baffer suggested the applicant create the vertical lines with stucco and field powder coat the newly installed windows.

The Board discussed adding muntins on the newly installed windows.

Ms. Perez stated the windows that were installed should be updated or changed to reflect the previously approved COA for the windows and that the stucco needs the vertical lines.

The Board discussed the conditions of approval.

Motion to approve Certificate of Appropriateness (HP-000117-2025) & Level 1 Site Plan Application, for the property located at 250 Royal Court, located within Del-Ida Park Historic District, by finding that the request and approval thereof is consistent with the

Comprehensive Plan and meets the criteria set forth in the Land Development Regulations subject to the following condition was made by Chris Cabezas and seconded by Carol Perez:

1. That the stucco siding simulate the existing vertical façade through the use of stucco or cementitious siding; and,
2. That the windows should reflect the previously approved COA with blue frames and muntin pattern.

MOTION CARRIED 4-0

8. LEGISLATIVE ITEMS – CITY INITIATED

None.

9. PRESENTATIONS

A. Board Member Historic Preservation Training

Ms. Hoyland presented through Microsoft PowerPoint Presentation.

10. REPORTS AND COMMENTS

A. Staff Comments

Ms. Hoyland advised the board that the next board meeting is scheduled for November 5th, 2025.

B. City Attorney

None.

C. Board Comments

Ms. Perez expressed frustration with the amount of projects being presented who have already begun changes without approval and questioned how they should be addressed.

Ms. Brandon explained unpermitted changes are enforced through the Building Department and Code Enforcement and that permit status shouldn't be a deciding factor for the board.

11. ADJOURNED

There being no further business to come before the Board, the meeting was adjourned at 7:00pm.

The undersigned is the Secretary of the Historic Preservation Board and the information provided herein is the Minutes of the meeting of said body for **October 15, 2025**, which were formally adopted and APPROVED by the Board on November 5th 2025

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 Historic Preservation Board. They will become official minutes only after review and approval, which may involve some amendments, additions, or deletions.