

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

**MEETING DATE:** July 24, 2025

**MEETING PLACE:** City Hall 1<sup>st</sup> Floor Conference Room  
100 NW 1<sup>st</sup> Street, Delray Beach, FL 33444.

**CALL TO ORDER**

The meeting was called to order by Steve Tobias, Vice Chair, at 2:02 PM.

**1. ROLL CALL**

A quorum was present.

**Members present** were; James Bast, Missie Barletto, Steve Tobias, Jeri Pryor, Hassan Hadjimiry, Samuel Metott, Cynthia Buisson

**Absent:** Anthea Gianniotos, Chair; Russ Mager

**Staff Present** Lynn Gelin, City Attorney; Patrick Figurella, City Engineer; Diane Miller, Board Secretary

**2. APPROVAL OF AGENDA**

**Motion** to APPROVE the July 24, 2025, agenda, was made by Sam Metott and seconded by Cynthia Buisson.

**MOTION CARRIED 7-0**

**3. MINUTES**

**Motion** to APPROVE the Minutes for October 17, 2024 was made by Missie Barletto and seconded by Sam Metott.

**MOTION CARRIED 7-0**

**4. CONSENT AGENDA**

**4.A** Approval of the non-impact event known at "6<sup>th</sup> Annual Downtown Delray Beach Craft Festival on 4<sup>th</sup>" to be held on February 7-8, 2026 at NE 4<sup>th</sup> Avenue from East Atlantic to NE 2<sup>nd</sup> Street; and to authorize the special events manager to take all actions necessary to effectuate the special event permit.

**Motion** for APPROVAL of the consent agenda was made by Sam Metott and seconded by Missie Barletto

**MOTION CARRIED 7-0**

## **5. OLD BUSINESS**

None.

## **6. NEW BUSINESS**

**6.A.** Recommendation of the Development Services Management Group of the City of Delray Beach to the City Engineer for the consideration of a 10' right-of-way width reduction for Old Dixie Highway adjacent to 2004 North Federal Highway.

### **Applicant Presentation**

Charlie Papan, Land Planner presented through PowerPoint Presentation.

### **Staff Presentation**

Patrick Figurella, City Engineer, presented through PowerPoint Presentation.

### **Board Comments**

Mr. Tobias inquired if there is a water main on the property.

Ms. Barletto asked is the properties that requested abandonment were commercial or residential.

Mr. Figurella replied that they were commercial.

Mr. Hadjimiry inquired if there is a sewer line in the proposed right of way.

Mr. Figurella explained the sewer line is on the West side of Federal Highway.

The Board Discussed the water pipes and right-of-way.

**Motion** to recommend APPROVAL to reduce the 10' right-of-way was made by Sam Metott and seconded by Jeri Pryor.

**MOTION CARRIED 7-0**

## **7. BOARD COMMENTS**

Mr. Tobias stated there's a request for overnight cores for Sundry Village on August 7<sup>th</sup>, there will be 9 pours, 20 trucks queueing down Swinton 4 blocks.

Ms. Barletto stated she is not in favor of trucks in front of residential homes.

Ms. Prior asked why the work couldn't be done during the day or if there was any community outreach done.

Ms. Barletto noted the queue site should be between the Library and Sundry Village and trucks would drive around to pour site.

Ms. Barletto proposed the hours should be from midnight to 6am.

Ms. Prior inquired what public outreach is there to homeowners.

Ms. Barletto noted that if the project is approved the complaints to code should go to Patrick Figurella.

Mr. Tobias noted going forward night work will be discussed at this meeting.

The Board discussed the process for which night work is scheduled with the City and executed by the contractors.

Ms. Barletto stated several aspects of which should be a condition of approval, trucks should not queue in a residential area, to make sure their MOT route has as little backing up as possible, to limit the hours and to get proof that notice was given to residents.

**8. ADJOURN**

There being no further business to come before the Board, the meeting was adjourned at 3:00 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 **June 26, 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 Development Services Management Group. They will become official minutes only after review and approval, which may involve some amendments, additions, or deletions.