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February 8, 2017

City of Delray Beach
Mr. Dale Sugerman
100 NW 1st Avenue
Delray Beach, Florida 33444

**Re: Old School Square Christmas Tree Location - Core Committee Meeting 2-6-17
Project No. 160802**

Dear Mr. Sugerman,

Currie Sowards Aguila Architects, TBG Landscape Architects, HLB Lighting Design and the CRA met with the Core Committee on Monday February 6, 2017. There were 20 attendees from the Core Committee and City/CRA/OSS representatives in attendance. The purpose of that meeting was to review the results of the survey and public meeting that was held January 8, 2017 at the Fairfield Inn on Atlantic Avenue. Also, a focus of the meeting with the Core Committee was to review the location of the Christmas Tree. The team first conveyed the terms of the lease agreement between the City of Delray Beach and Old School Square with graphic representation of the lease areas. We further described the use restrictions in accordance with Article VII of that agreement pursuant to the written restrictions of each area. More specifically it was noted that Area E, Old School Square Perimeter, shall have no events located in that area except for the Delray Tree Event with a time limit to 2016 only and Delray Art League, Cornell Art Museum Fine Art Show and Delray Affair to end in 2017. It was further noted that the agreement stated that the Christmas Tree Event shall be held in the East Lawn also known as Area C after 2016.

After substantial open discussion and interactive 3-D design session within the Core Committee regarding the location of the tree, a vote was conducted to determine the preferred location as a recommendation for the March 13, 2016 public meeting. A vote of 11 to 4 was made in favor to locate the tree within Area C, East Lawn, as indicated in the agreement. The remaining 4 votes were to leave the tree where it is. The committee then reviewed and discussed the advantages and disadvantages of the tree location in each of the 3 Zones of Area C. The middle, Zone 2, was immediately discarded since this would bisect Area C and would not provide the flexibility for other uses year round or highest visibility; therefore, a vote for either Zone 1 or Zone 3 as the preferred location was taken. In this vote, 8 preferred Zone 1 and 5 preferred Zone 3, it was concluded that Zone 1, (western most zone of Area C) is the preferred location for the Christmas Tree since this was the most visible of the three locations (from Swinton, Pineapple Grove Way, and Atlantic Avenue) and was located within the closest proximity of all other site amenities and services. It was also agreed that the other accessory holiday uses such as the carousel, ice rink and village should also be placed in the East Lawn Area C. A follow up meeting on March 6, 2017 will be held with the Core Committee to view the suggested space allocations for the remaining priority program elements from the previous public engagement meetings.

Sincerely,
CURRIE SOWARDS AGUILA ARCHITECTS

Jess M. Sowards, AIA LEED AP
Principal
Attachment: Existing tree location site plan
Proposed tree location site plan

Architecture, Planning, Interiors, Sustainable Design