

# City of Delray Beach

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## Minutes - Draft

**Tuesday, October 13, 2020**

**3:30 PM**

**Workshop Meeting at 3:30 PM**

**Virtual Meeting**

## **City Commission**

***Mayor Shelly Petrolia***  
***Vice Mayor Ryan Boylston***  
***Deputy Vice Mayor Shirley Ervin Johnson***  
***Commissioner Adam Frankel***  
***Commissioner Juli Casale***

Pursuant to Executive Order 20-69 as has been subsequently extended, City Commission meetings may be held virtually. Members of the public wishing to view City Commission meetings should log into the City website, <https://www.delraybeachfl.gov/i-want-to/watch/city-meetings>, where the meeting will be live-streamed for the public.

Pursuant to Section 3.12 of the Charter of the City of Delray Beach the Mayor has instructed me to announce a Workshop Meeting of the City Commission to be held for the following purposes:

**WS.1. SOCIAL MEDIA POLICY DISCUSSION**

**Sponsors:** City Attorney Department

The Workshop Meeting was called to order at 3:30 p.m.

The roll call was taken by City Clerk Katerri Johnson. The following were present:

***Present:*** 5 - Mayor Petrolia, Vice Mayor Boylston, Deputy Vice Mayor Johnson, Commissioner Casale, Commissioner Frankel.

Others present:

Jennifer Alvarez, Interim City Manager

Lynn Gelin, City Attorney

Katerri Johnson, City Clerk

Lynn Gelin, City Attorney, gave a PowerPoint presentation highlighting attributes constituting a successful Commission, good governance, and conflict resolution. Afterward, she provided the following recommendations for managing social media:

- The Public Information Officer should manage all of the City's social media accounts including the Commissioner's City accounts to monitor all content before publication.
- Commissioners are to clarify on their private pages that comments are personal and do not reflect the views of the City of Delray Beach.
- Amend the local rules to include a Commissioner Code of Conduct.

The Commissioners engaged in a discussion with City Attorney Gelin about keeping the public informed on the Commission's decisions. The Commissioners thanked Ms. Gelin for creating the presentation.

**WS.2. CITY OF DELRAY BEACH COVID-19 TEMPORARY MEASURES**

**Body:** **Background:**

The purpose of this item is to discuss continuing, sun-setting, and/or adding to the temporary measures the City of Delray Beach has taken in response to COVID-19 impacts. The City and the local businesses have been navigating changing limitations and regulations from the State and County since March. Currently, all businesses are open without expressed capacity limitations, except for the charge to socially distance patrons.

To date, the City has undertaken the following measures:

1. Temporary Outdoor Use Areas on Private Property (7)

2. Temporary New and Expanded Sidewalk Cafes (9)
3. Designated Delivery/Pick Up Zones in the downtown (12 @ 2 parking spaces ea.)
4. Suspended Special Events hosted by outside promoters
5. Suspended Water Shut Off for non-payment
6. Suspended Parking Fees (Beach area while closures in effect. Downtown from March to September 18)
7. Currently Limiting Parking Fees downtown to begin at 6 pm for on-street and parking garages.
8. Delayed Billing residents for Alarm Fees.
9. Delayed Billing businesses for Sidewalk Cafe Permits (Existing and New)
10. Offered a Temporary Food Service Permit to allow Stand Alone Bars to open under previous County restrictions (3)
11. Developing Parklet Guidelines

Requests for new considerations related to COVID-19 impacts include the following:

1. DDA Storefront Activation Pilot Program to improve the appearance of vacant spaces; the plan exceeds the window covering limitation in the code.
2. 3 Stand Alone Bars have requested the use of private outdoor areas, which is currently not allowed by code.
3. Several requests to reduce the Required Retail Frontage standard on NE 2nd Ave. to allow Office or Tattoo Establishments in the first story, which are currently not allowed by code.
4. A new request for a restaurant to add an outdoor use area in parking spaces (the first request since capacity limitations were lifted.)

**Sponsors:** Development Services Department

**Attachments:** [Agenda Cover Report](#)

[Temporary Uses and Areas List.docx](#)

[DDA Storefront Activation Pilot Program 9-24-20.pdf](#)

Jennifer Alvarez, Interim City Manager, requested consensus on behalf of the staff regarding reopening the City. The following items were discussed:

### **Suspended Special Events Hosted by Outside Promoters**

Samuel Metott, Director Parks and Recreation, discussed planned venues and explained safety precautions for events.

There was consensus to begin outside events on January 4, 2021. The City would monitor potential safety protocols and the spread of the virus.

**Parking Fees**

Anthea Gianniotis, Development Services Director, presented the current process of handling parking fees.

There was consensus to turn the parking meters back on as soon as possible.

Jennifer Alvarez, Interim City Manager, agreed to notify the Commission once the meters are reprogrammed and ready.

**Delivery Zones**

The Commission decided to continue designated delivery/pickup zones in the downtown area until December 31 when the Commission will reevaluate.

**When to Bill Temporary and Permanent Cafes**

Anthea Gianniotis, Development Services Director, and Missie Barletto, Public Works Director, gave a presentation about Temporary and Permanent cafes.

David Weatherspoon, Interim Director of Neighborhood and Community Services, informed the Commission that staff is seeking advice on how the City was going to fairly collect fees from all of the businesses. Florida Department of Transportation (FDOT) billed ten businesses within their jurisdiction, participating in the sidewalk cafe program. Collectively they owe \$19,000.

There was consensus for the City to forgive businesses within the City's territory and not to pay the FDOT fees distributed to the ten businesses. Mayor Petrolia suggested negotiating with FDOT to potentially reduce the fees for the businesses.

**DDA Storefront Activation Pilot Plan**

Anthea Gianniotis, Development Services Director, and Laura Simon, Executive Director of the Downtown Development Agency (DDA), gave a presentation detailing the Storefront Pilot Plan Program.

Ms. Simon suggested filling the empty store front windows to maintain the downtown culture.

There was consensus to implement the program.

**Temporary Private Outdoor Use Areas**

Anthea Gianniotis, Development Services Director, requested guidance from the Commission regarding Temporary Private Outdoor Use Areas.

Mayor Petrolia suggested temporarily granting additional parking spaces on private property.

**Standalone Bars Outside**

Anthea Gianniotis, Development Services Director, clarified the distinction between restaurants and standalone bars.

Mayor Petrolia indicated the allowance would be for temporary use only with limited hours of operation.

**Utility Billing Payment Plan**

Anthea Gianniotis, Development Services Director, informed the Commission that it was previously decided to not turn off residents' water due to the pandemic.

Marie Kalka, Finance Director, reported that staff had already begun alerting residents that shut offs will begin in January and recommended they make a payment plan early.

David Weatherspoon, Interim Director of Development and Community Services, stated that if a resident qualifies, the City could assist with utility bill payments through COVID-19 relief funds.

Ms. Kalka summarized the Commissioner's decisions. Water shutoffs would begin in early January to residents who are past due and do not have a payment plan. Individuals with a payment plan will have their reconnection fees waived.

**Parklets**

Anthea Gianniotis, Development Services Director, requested additional guidance in establishing guidelines.

The Commissioners engaged in a discussion. Due to technical issues, part of the conversation was inaudible.

**Required Retail NE 2nd Avenue**

The Commissioners discussed the 11 building vacancies in the downtown area and considered changing the code to allow offices and tattoo establishments.

There was consensus to keep the general regulations in place to keep the downtown connectivity intact.

With no further business to discuss, the Workshop Meeting was adjourned at 7:01 p.m.