



MINUTES
DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
Monday, May 19, 2025 –12:00pm – 3:00pm
CITY HALL COMMISSION CHAMBERS
100 NW 1st Ave, Delray Beach, FL 33444

Call to Order of the May 19, 2025 BOARD MEETING – 12:01 PM

Members Present: Vera Woodson, Jim Knight, Brian Rosen, Aaron Hallyburton, Alan Costilo, Cole Devitt.

Members Absent: Harold Van Arnem.

Staff: Laura Simon, Liliana Fino, Suzanne Boyd, Quentin Morgan, Shelly Likosar, Marusca Gatto, Emily Oliveras.

1. AGENDA APPROVAL – Additions or Deletions

Motion by Vera Woodson, seconded by Jim Knight to approve the May 19, 2025 Board meeting Agenda with addition of item 3B – Business Development updates: Roka Hula.

Motion carries (6 - 0). All in favor (Harold Van Arnem not present).

2. PUBLIC COMMENTS & PARTNERS REPORTS – limited to 2 Minutes

Partner Comment by Stephanie Immelman Delray Beach Chamber of Commerce, Chief Executive Officer)
read by DDA Executive Director Simon on the Delray Beach Chamber of Commerce updates and initiatives.

Public Comment by Mavis Benson (Downtown Merchant and Business Association, Chair)

Ms. Mavis Benson comments, regarding the item “5A. Downtown Parking Management Presentation & Discussion Regarding the Railroad lot & Valet” on the current Agenda that parking matters have always been a DDA mission. She mentions that back in 2023 on a meeting, Commissioner Ryan Boylston suggested to meter the Railroad parking lot with the same parking fees and parking limits as at the public parking garages and be metered after 5pm. She continues that it would be beneficial to have a collaboration with the South County Courthouse to make their parking garage usable by the public. She mentions that whatever changes are suggested by the DDA to the City Commission in regard to parking that it is important to take in consideration that the merchants are already feeling the decrease in sales, even though it is not summer yet and suggests creating a “free parking day” or a decrease in parking rates during the low season.

3. Development Services:

A. Delray Bungalows Restaurant - 25-27 SE 3rd Avenue & SE 4th Ave - Level 4 Site Plan & In-Lieu of Parking - Joseph A. Ruiz, Esq.

Board member Cole Devitt recuses himself from Agenda item 3A. Delray Bungalows Restaurant - 25-27 SE 3rd Avenue & SE 4th Ave - Level 4 Site Plan & In-Lieu of Parking - Joseph A. Ruiz, Esq. due to conflict, seeing

that a family member owns an adjacent property to this project (Form 8B was filled in and added to meeting records).

Mr. Joseph A. Ruiz, Esq. (Day Pitney LLP) presents item 3A. Delray Bungalows Restaurant - 25-27 SE 3rd Avenue & SE 4th Ave - Level 4 Site Plan & In-Lieu of Parking.

Mr. Fulvio Rottigni (Archimia P.A.) presents the design project for Delray Bungalows Restaurant - 25-27 SE 3rd Avenue & SE 4th Ave - Level 4 Site Plan).

Mr. Joseph A. Ruiz, Esq. (Day Pitney LLP) gives an overview of the in-lieu parking request for this project. Board member Hallyburton mentions that the Railroad parking lot should not be included in the calculations for approval of in-lieu parking permits, as it is mostly used by employees rather than customers.

DDA Executive Director Simon mentions that that is under the City's purview, not the DDA.

Mr. Joseph A. Ruiz mentions that the traffic studies presented for this project were made by a traffic engineer that the applicant hired.

Board member Woodson comments that the proceeds from the in-lieu parking program should be going back to improve parking, such as adding vehicles to the Freebee fleet.

Board Vice-Chair Rosen mentions that one of his concerns is about safety and he hopes the City to make the proper adjustments to make for a pedestrian and traffic safe experience as with new businesses opening at the Delray Beach Market and the business brought by this project there will be a greater big flow of traffic. Other than this issue he mentions that this is a good project that will revitalize the area.

Board member Woodson comments that this project benefits the area seeing that it will help connect Atlantic Avenue all the way through SE 3rd with retail and restaurants and therefore she would like to see this project be approved.

Board Treasurer Knight agrees that the proceeds from the City's in-lieu parking fees program should revert to improve/create parking structures. He mentions that this project represents a good change of use for the building and a good contribution to the retail and restaurant area scene.

Board Chair Costilo agrees that the area where this project sits needs to be developed, but he is concerned that it might create some issues, and he mentions the issues previously mentioned by the board members, on a previous meeting when the changes to the Delray Beach Market came for discussion to the Board. He reminds the board that there were concerns in regard to the to the valet queue and with this new project it might raise safety issues for pedestrians and traffic flow.

Board Vice-Chair Rosen comments that in his opinion it is more dangerous now with vehicles pulling in an out of the bank drive-through teller converted in parking spots.

Board Treasurer Knight finds it important to keep the alleyway for ingress/egress, especially for deliveries.

Board Vice-Chair Rosen asks if the outdoor dining area follows under the sidewalk café definition.

Mr. Joseph A. Ruiz answers that it does not, as it is part of property.

Board member Woodson agrees that the maintenance of the alleyway is beneficial as they can also be used as escape and emergency routes.

Board Treasurer Knight suggests the applicant work with the closest valet queue to create a cohesive and safer plan.

Mr. Joseph A. Ruiz mentions that no valet queue is projected at this point as they anticipate that the patrons will be using the Delray Beach Market parking garage.

MOTION by Vera Woodson, seconded by Jim Knight, to approve the “3A. Delray Bungalows Restaurant - 25-27 SE 3rd Avenue & SE 4th Ave - Level 4 Site Plan & In-Lieu of Parking” as presented, and according to the city’s requests as below:

Pursuant to Land Development Regulations Article 8.2, the Downtown Development Authority (DDA) for the City of Delray Beach recommends as follows:

- 1. That the proposed request implements the Downtown development plans (Downtown Master Plan, Pineapple Grove Master Plan, West Atlantic Master Plan, Osceola Park Neighborhood Plan, and the Shopability Analysis).*
- 2. That the proposed request encourages economic development and promotes the Downtown as a prosperous Downtown Area.*

Motion carries (5 - 0). All in favor (Harold Van Arnem not present. Board member Cole Devitt recused himself).

B. Business Development updates: Roka Hula

Curtis Peery (True Grit Hospitality, President) reports on the challenges regarding the permitting process for the in-lieu parking program and other zoning issues remaining from previous businesses existent at that location, which have affected his business and have been happening for the past two years.

In his opinion the permit process is a bit overwhelming seeing that the requests do not include any change of use. He says that to finalize this project he needs the project to be able to be presented at the June 3rd Commission meeting Agenda, and for that we would need support from the Parking Management Advisory Board to review the project within one week rather than the usual three weeks.

Board Chair Costilo asks if as per his experience through this permitting processes that the different city departments’ goal is to get the process in a timely manner or otherwise.

Curtis Peery answers that the people at the city that he has been working with are tremendously helpful and that really want to help but thinks that there are some structural issues within the department and perhaps lack of manpower. He is also worried about the outcome of the hearing at the June 17th Commission meeting as there are employees under payroll and if the project is not approved the employees will lose their jobs. Furthermore, with the long approval process and related costs he is worried that his company may enter bankruptcy also.

Discussion ensued with Board members reporting that multiple times issues with different projects’ approval processes presented to the City have been reported to the DDA and the DDA Board is of the consensus that the issues with the approval process for Roka Hula needs to be solved as quickly as possible and that the issues being reported through the years to the DDA Board about projects approval processes need to be addressed.

Board Vice-Chair Rosen suggests the DDA Board write a letter to the City to facilitate having the project on the Agenda for the June 3rd meeting and showing the DDA Board support for the Roka Hula business. He also suggests a collaboration between the DDA and the City to get involved with any new upcoming businesses so the DDA can help the new businesses navigate through their establishment process in downtown Delray Beach. He finishes suggesting (as in previous board meetings) the DDA Board to take over the responsibilities of the Parking Management Advisory Board.

Commissioner Tom Markert suggests himself and DDA Board Chair Costilo, City Manager Terrence Moore and Assistant City Manager Jeff Oris to meet after the ongoing meeting to discuss these issues and advocate for the Roka Kula project to be presented at the June 3rd meeting.

Board Vice-Chair Rosen reminds that the City requires all applicants to resubmit applications if the process does not get approval within two years.

Curtis Peery comments that he is afraid that if Roka Hula's project does not get approved in the near future, this project will have to be resubmitted.

Board Secretary Devitt comments that it seems that these issues cross multiple city departments and that they have been recurrent. Therefore, he suggests the DDA Board meet with the City Commission at a workshop to discuss these issues.

Board Treasurer Knight reminds that the zoning issues regarding this location go back many years, and they seem never been resolved since Dakota 624 (back in 2005) business was at that location and he is of the opinion that these issues need to be urgently addressed.

4. NEW BUSINESS

A. Illicit Water Discharge Issues in Downtown – L. Simon

DDA Executive Director Simon gives updates on the illicit water discharge issues that have been taking place in downtown Delray Beach. The city, having realized that illicit waters have been discharged through the years into storm drains and that these actions can cause irreparable damage to the environment, has taken up matters on hand and is enforcing the rules in regard to water discharge. She continues informing the board that the DDA is collaborating with the city to help educate and inform the businesses on the proper ways to discharge water.

Board Chair Costilo mentions that the fines for illicit water discharge are high (minimum \$5000 fine) and that it is important that the message reaches all the businesses. He continues saying that if the businesses do not get informed that what they are doing is illicit they will continue doing it and the city's code enforcement will issue fines to them as they have already to some businesses.

DDA Executive Director Simon explains that it is an overall culture that needs to be changed, from janitorial indoor procedures to outdoor trash enclosures, there are changes that need to happen to protect storm drains.

Board Vice-Chair Rosen comments that the DDA has a great reach and can definitely help educate the business on this matter.

Board member Hallyburton mentions the good work of the city's new Code Enforcement team, stating that they have taken matters in charge and are enforcing the city's rules and regulations and that back in January they distributed flyers from December through January on those rules and regulations.

Board Chair Costilo reminds that it is important the city team need to protect the storm drains when they power-wash the sidewalks and reminds that it is not only about with what chemicals are used to power-wash but also about what things those waters encounter on their way to the storm drains and he elucidates with A/C systems that drip condensation on the sidewalks.

Board member Woodson comments that it is important that the messages reach the proper person at each business, the one that has the authority to take care of the problem and to educate their business team. She also reminds that fines are important not only to keep the rules and regulations in place but also, they are a source of revenue.

Discussion ensued with some of the board members commenting that some of the businesses were not properly educated before they were charged with illicit water discharge fines and suggests the first step of enforcement to be issuing warnings rather than fines.

Board member Hallyburton suggests the city head of departments to be present at DDA meetings to educate on important information that affects the downtown district constituents and so that the DDA

can properly help educate the businesses on important new announcements and new rules and regulations in place.

Board Chair Costilo suggests the Board give him authority to discuss this matter with Commissioner Tom Markert, City Manager Terrence Moore and Assistant City Manager Jeff Oris at their upcoming meeting.

B. Event Rubric details to review and approval – L. Simon

DDA Executive Director Simon presents the DDA Board with a suggested list for the Event Rubric for fee waivers.

Board Vice-Chair Rosen suggests that instead of requesting for “proposed budget and final expenses and income for the last two years if applicable to clarify the reason for your fee waiver request” to rather request a budget of what the applicant is expecting to spend, for the event what the expenses are for the event and what the income's going to be for that event so that the Board can perceive how much the applicant would generate for the nonprofit, or for their event. He also requests the rubric to include a final report post-event.

Board member Woodson also suggests adding to the rubric the expected attendance so that the Board can perceive the cost of the event per person. She also comments that in her opinion the rental fees are too high for what the campus has to offer. She also mentions that the rental fees should be in accordance with the square footage of the different spaces, seeing that the campus front lawn is much smaller than the park.

2:03 PM – Aaron Hallyburton leaves the room.

DDA Executive Director Simon mentions that The Vintage Gym hosts multiple events from weddings to lectures.

2:04 PM – Aaron Hallyburton returns to the room.

Board member Woodson asks how much the Vintage Gym is generating per month.

DDA Executive Director Simon mentions that it generates about \$6,000 a month and reminds that the space is not equipped with a kitchen or other amenities such as other venues, and that applicants need to provide certificates of insurance and liquor permits.

Board member Woodson suggests lowering the fees to create more interest and perhaps generate more and recurring revenue.

Motion by Jim Knight, seconded by Brian Rosen to approve the Event Rubric details with the following changes:

- To add a period after “proposed budget and financial expenses” and delete further comments;
- Add a metric to include the cost of the event per person.

Motion carries (6 - 0). All in favor (Harold Van Arnem not present).

Jim Knight suggests also, according to other Board members’ comments, that the DDA research surrounding areas’ venues pricing to ensure competitive pricing and if necessary lower the rental fees to generate more income.

C. Garlic Festival 2026 – L. Simon

DDA Executive Director Simon informs the Board that in previous conversation with Ms. Nancy Stewart-Franczak (Festival Management Group, Inc., Executive Director) she showed interest in bringing the Garlic Festival back to Delray Beach. The DDA suggested Old School Square campus as a possible location for the event, but the festival management would prefer a collaboration between the Garlic festival organization and the DDA.

Ms. Jennifer Costello (Festival Management Group, Inc., Associate Director) mentions that the management of the Garlic Festival is excited to bring the festival back to Delray. She also highlights the festival's importance as a source of revenue for non-profits.

5: OLD BUSINESS

A. Downtown Parking Management Presentation & Discussion Regarding the Railroad lot

DDA Executive Director Simon gives a background overview on the parking program operations through the years by the City of Delray Beach.

She also recaps that:

- Gladiola lot – 76 spaces (currently 9-hour parking from 8am–6pm)
- Railroad lot – 160 spaces (currently 2 hour 8am – 6pm and 9-hour parking from 8am – 9pm)

She reminds the board that around the Railroad parking lot all public parking is enforced until 2am, but the parking at Railroad lot is only enforced until 9pm. She also reminds that the surface lots, Gladiola lot, the Village lot and Railroad lot, were established by the DDA, back in 1970's, for customers and employees parking.

She continues with feedback given to the DDA by the downtown merchants and the DDA Board discussions through the years in regard to changes to the parking program:

- Change the hours of enforcement in the lots:
 - From 8am – 6pm for the 2-hour portion to be 8am – 2am
 - From 8am – 9pm for the 9-hour portion to be 8am – 2am
 - Reduce the number of 9-hour spaces and increase 2-hour spaces to increase availability
 - Railroad lot total number: 160: Make it 100 spaces for 2-hour parking and 60 spaces for 9-hour parking
- Gladiola lot: 76 total spaces: all 9 hour – recommend making 40 of these short-term parking and changing enforcement to 2am

DDA Executive Director Simon continues overview on the current valet program and mentions that they are parking on an average weekly, depending on the time of year, about 400 cars which is taking 400 cars out of public inventory. She continues with recommendations for changes for parking at the South County Courthouse Garage and suggestions for changes for the creation of a parking summer rate.

Board Chair Costilo suggests having a FREE parking day during the week as there is, already, a FREE parking day for weekend days, on Sunday, at the public parking garages. He also is of the opinion that there should be a discounted parking “summer” rate.

Board member Woodson agrees with creating a lower parking rate for summer to entice more people to come to Delray Beach as the businesses see a big decrease in customers during that time of year.

Board Vice-Chair Rosen suggests the following:

- Extend the 2-hour parking spaces to be 3 hours, with the ability to add on an hour (for a total of 4-hours parking) as he thinks the 2-hour parking limit does not give enough time to customers to experience downtown.
- Eliminate all 9-hour parking spaces to be 3-hour limit with possibility to extend 1 hour;
- Parking enforcement times should be from 8:00 am till 2:00 am on the public lots
- Public parking garages should be free of charge
- The valet program should be left as is, but considering a unified system
- Explore the possibility of adding public parking hours to the South County Courthouse
- Create a reduced parking rate for summer months

A MOTION was made by Vice-Chair Rosen and seconded by Board Secretary Knight.

Board Secretary Knight suggests the following:

- Public parking garages should be free of charge, if necessary, have a transportation system to transport customers between the garages and essential points in the downtown area running until 3am, when employees that have a night-time shift leave;

Board member Woodson suggests the following:

- Public parking garages should be free of charge
- Create a reduced parking rate for summer months

Board member Hallyburton suggests the following:

- Atlantic Avenue parking rates should be maintained, because the majority of parking spaces is turned into parking spaces for valet services after 5:00pm;
- The Railroad parking lot should be for 3-hour parking maximum; being FREE from 8am to 4:00pm and then metered after that until 2am;
- Public parking garages should be free of charge.

Discussion continues regarding changes to the Gladiola lot, as Board Chair Costilo recommends leaving it as is, as the employees have to walk all the way to the parking garages, and it is a long walk. Board Secretary Devitt agrees and adds that the Gladiola lot also serves those businesses on the beach side. Board Chair Costilo suggests the parking limit to be a maximum of 3 hours, rather than 4 hours that he thinks to be excessive. He also suggests after the changes are implemented to review data, after two months, to make any necessary adjustments.

MOTION by Brian Rosen, seconded by Jim Knight to write a recommendation letter to the City Commission in regard to the Parking Program recommending the following:

- Change the parking program at Railroad parking lot making it free parking from 8:00am till 4:00pm and then meter it starting at 4:00pm to 2am at the normal rates; the maximum parking time limit would be 3 hours; the hours of enforcement would be from 8:00am until 2am;
- Leave the Gladiola lot as it sits and revisit in two months for any necessary adjustments;
- Create a reduced parking rate for summer months, but do not include Atlantic Avenue;
- Make the public parking garages free of charge.

Motion carries (6 - 0). All in favor (Harold Van Arnem not present).

B. DDA/OSS Program Updates – DDA Team

Ms. Suzanne Boyd announces the winner for the Old School Square rebranding design, Patricia Torras. She mentions that Patricia Torras will work with the DDA graphic designer to create the house of logos and that will then be unveiled in

a centennial celebration with the city for Old School Square in early fall.

Ms. Marusca Gatto gives updates on the Cornell Art Museum attendance numbers, donations, museum store sales, museum initiatives and upcoming exhibitions.

Ms. Suzanne Boyd gives updates on the Twilight Tribute Concert Series.

C. April 14, 2025 Meeting Minutes- L. Simon

Motion by Jim Knight, seconded by Vera Woodson to approve the April 14, 2025 Meeting Minutes as presented.

Motion carries (6 - 0). All in favor (Harold Van Arnem not present).

D. March 2025 Financials

Board Vice-Chair Rosen asks how much it was agreed the DDA would fund the Beatles On The Beach event. DDA Executive Director Simon answers that the agreement was for a total of \$40,000 in funding from the DDA to support the event.

Board Vice-Chair Rosen comments that the DDA ended up spending \$57,000, when the agreement was \$40,000, therefore the DDA ended up with a negative 22,000 overall for the event, whilst the production company made \$25,000 revenue ending up with \$6,000 profit.

Board member Woodson comments that the DDA should stick with the \$40,000 total agreed and recoup the balance.

Board Treasurer Knight enquires about the extra expenses.

DDA Executive Director Simon answers that it has to do with the estimated costs versus the actual expenses, which were higher. She also mentions that the tickets sales were less than expected.

Board member Woodson suggests for future events the DDA to fund post event, so it does not end up with negative balances.

Board Vice-Chair Rosen agrees that the balance needs to be recouped and reminds that it is now 2 months past the event and that the balance amount can help co-produce other projects.

Motion by Vera Woodson, seconded by Jim Knight to approve the March Financials as presented.

Motion carries (6 - 0). All in favor (Harold Van Arnem not present).

E. FY24-25 Budget Amendments – L. Simon

DDA Executive Director Simon gives an overview on the FY24-25 Budget Amendments Report.

Board Chair Costilo congratulates the DDA on a successful programming at Old School Square despite the decrease in funding from the City for the program and adds that the addition of the ticketed concerts during the high season was a great idea.

Board member Vera Woodson suggests lowering rental fees so more people can access them and so that the assets at Old School Square can be self-sustained.

Motion by Vera Woodson, seconded by Jim Knight to approve the FY24-25 Budget Amendments as presented.

Motion carries (6 - 0). All in favor (Harold Van Arnem not present)

COMMENTS

DDA Executive Director Simon suggests the Board set a date for a Planning Workshop.

Board member Hallyburton comments that the issues around the Subculture Coffee business have been on the news and hopes that the City will take the matter into consideration to see the issues resolved.

Board Secretary Devitt comments that the building's process permit applications issues need to be looked at and suggests a workshop between the DDA and the City to discuss the matter.

Board member Woodson honors Haitian Heritage Month and mentions the exhibitions at Arts Warehouse celebrating Haitian Heritage Month. She also thanks Corey Heyman, the founder of Coco Market who helped donate supplies to help homeless children and kids going into the summer months. She also thanks Mr. Henry Thompson (City of Delray Beach, Clean and Safe Division, Clean & Safe Administrator) for following up on issues around town that she has been reporting. She finalizes by thanking the Police Department for their support during the DDA and OSS events.

Board Treasurer Knight honors Ms. Nancy Stewart-Franczak (Festival Management Group, Inc., Executive Director) and shows support for bringing Garlic Festival back to Delray Beach.


ADJOURNMENT

The meeting was adjourned at 3:18 PM through motion by Vera Woodson, seconded by Aaron Hallyburton.

Respectfully submitted,
Liliana Fino



Cole Devitt, DDA Secretary



DATE