



MINUTES
DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
Friday – January 13th, 2023 – 12:30PM
Downtown Development Authority
350 SE 1st Street, Delray Beach, FL

1. Call to order/Roll Call – 12:35pm

Members Present: Mavis Benson, Dr. John Conde, Vera Woodson, Frank Frione and Alan Costilo.

Members Absent: Mark Denkler and Rocco Mangel.

Staff: Laura Simon, Suzanne Boyd, Liliana Fino, BJ Sklar, Danielle Morien.

Guests: Mike Covelli, Scott Montgomery, Jared Hochman, Off. Brotz, Off. Siegel, Ronald Platt.

Zoom: Michelle Hewett, Jay Oberfield, Sara Maxfield, Jeff Dash, Moises Ariza, Janice Rustin, Clare Feldman, Marjorie Waldo, Donna Walsh, M. Belmonte.

2. Approval of Consent Agenda:

Motion by Frank Frione, seconded by Alan Costilo, to approve the consent agenda (Items A. i. - Dec. 12, 2022 Regular DDA Board Meeting Minutes, B - Finances of Dec. 2022, and C - Safety Ambassador Report, DDA December Report) as presented. Motion carries (4-0). Mark Denkler, John Conde, and Rocco Mangel not present.

3. Approval of Regular Agenda – January 13, 2023

Motion by Frank Frione, seconded by Vera Woodson, to approve the regular agenda. Motion carries (4-0). Alan Costilo, John Conde, and Rocco Mangel and Mark Denkler not present.

4. Public Comments and Delray Beach Partner Reports (City, CRA, Chamber, etc.) – Comments limited to 2 Minutes

Public Comments and City Partners reports:

- Report by Officer Siegel and Officer Brotz, Delray Beach Police Department.

5. DDA Marketing & Activation Presentation – DDA Team

Ms. Suzanne Boyd gives updates on: marketing and public relations initiatives for Old School Square, the DDA tourism marketing campaign, social media results, website analytics, email marketing initiatives and results, DDA's public relations initiatives and on the tourism marketing brand (implemented in partnership with the City of Delray Beach and the Delray Beach Chamber of Commerce).

12:43pm – Mr. John Conde Arrives.

Ms. Marusca Gatto gives updates on the initiatives and results regarding the Cornell Art Museum opening, on the Safety Ambassadors monthly report and on the monthly downtown economic development report. Ms. B.J. Sklar gives updates on the Visitor Information Center (VIC) activities.

6. Development Services: Downtown Delray Beach Site Plan review and approvals:

A. Sundry Village Block 69 – 2023-028 - Certificate of Appropriateness Class VI Site Plan Modifications - Mike Covelli

Mr. Michael Covelli (Covelli Design Associates, President) presents item Sundry Village Block 69 – 2023-028 - Certificate of Appropriateness Class VI Site Plan Modifications.

Mr. John Conde asks if the modifications presented will reduce the number of parking spots.

Mr. Michael Covelli answers that this matter can be revisited if needed.

Ms. Vera Woodson suggests placing the Electric Vehicles charging stations at the back of the parking lot (instead of the front), so these stations do not lock any parking spots for the retail and/or restaurants patrons.

Mr. Michael Covelli answers that it is possible to make this change.

Mr. Alan Costilo comments that in the way all the buildings are architected, they complement each other.

Mr. John Conde adds that the Sundry Village is a great project that will add economic value to downtown Delray Beach business area.

Motion by John Conde seconded by Vera Woodson to approve the Sundry Village Block 69 – 2023-028 - Certificate of Appropriateness Class VI Site Plan Modifications as presented. Motion carries (5-0). Mark Denkler and Rocco Mangel not present.

B. Sundry Village Block 70 – 2023-253 - Certificate of Appropriateness Class VI Site Plan Modifications - Mike Covelli

Mr. Michael Covelli (Covelli Design Associates, President) presents item Sundry Village Block 70 – 2023-253 - Certificate of Appropriateness Class VI Site Plan Modifications.

The DDA Board is supportive of the modifications to the existing building as presented by the applicant.

Motion by John Conde seconded by Vera Woodson to approve the Sundry Village Block 70 – 2023-253 - Certificate of Appropriateness Class VI Site Plan Modifications as presented. Motion carries (5-0). Mark Denkler and Rocco Mangel not present.

7. NEW Business

B. DDA Draft FY21-22 Audit Review – Scott Montgomery

Mr. Scott Montgomery (Marcum, LLP, Senior Manager) gives insights on the DDA Draft FY21-22 Audit.

Mr. Moises Ariza (Marcum, LLP, Office Managing Partner) states that there were no non-compliances or deficiencies found on the DDA Draft FY21-22 Audit Report.

Motion by John Conde seconded by Vera Woodson to approve the DDA Draft FY21-22 Audit Review as presented. Motion carries (5-0). Mark Denkler and Rocco Mangel not present.

8. OLD Business

A. City/DDA ILA for Old School Square update and comments from City – L. Simon/J. Rustin

Ms. Janice Rustin (Lewis, Longman & Walker, P.A.) presents legal insights on the City/DDA Interlocal Agreement Between for Old school Square. One of the remaining items to be added to the agreement is to outline the City's responsibilities regarding the maintenance of the Old Square Campus, list which was just recently provided by the City to the DDA.

The DDA board is in agreement that the DDA should lead the marketing campaign for the Old School Square grounds and give information to the City, in advance (6 months out), whenever possible, of the events planned for the campus.

Mr. Alan Costilo suggests that the Agreement should include a short description about the DDA organization.

Ms. Vera suggests that the DDA fees to be paid to the City, regarding events taking place at the Cornell Art Museum, should be a capped at a certain amount (provided by the City), as they were before.

B. DDA Executive Director performance evaluation increase – V. Woodson

Ms. Vera Woodson presents item on the DDA Executive Director performance evaluation increase. She suggests the compensation values for the different positions at the DDA to be studied by a compensation analyst.

Mr. Alan Costilo adds that the International Downtown Association has data regarding this matter.

Mr. Frank Frione notes that the scope of work done by the different positions at a Downtown Development Authority type of organization is very different from the one done by similar type of positions at a corporation type of company.

The DDA Board consensus is to request data to the International Downtown Association regarding this matter.

C. Board Meeting attendance and Workshop Scheduling

Ms. Laura Simon requests the DDA Board to send over suggestions for workshop dates so matters regarding the Old School Square Campus can be discussed.

2:42pm – Frank Frione leaves.

9. Non-Agenda items.

Ms. Laura Simon suggests the board to review the City suggested directions on altering the Special Events policies (to restrict events that take place on Atlantic Avenue driveway), on altering the left turns rules between Swinton and Federal (to restrict traffic left turns on this area) and to restrict development of hotel structures in downtown Delray Beach.

10. Board Comments

Mr. John Conde asks if the hiring process regarding the needs for personnel for the Old School Square campus management has been put in place.

Ms. Laura Simons confirms it.

Mr. John Conde enquires if the “City Center Delray” project (10 N. Swinton Avenue) project has been approved.

Ms. Laura Simon confirms it and add that The Banyan project has, also, moved forward.

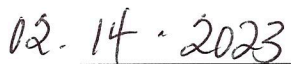
11. Adjournment

The meeting was adjourned at 2:59pm by board consensus. Motion carries (4-0). Frank Frione, Mark Denkler, and Rocco Mangel not present.

Respectfully submitted,
Liliana Fino



Vera Woodson, DDA Secretary



DATE