



Cover Memorandum/Staff Report

File #: 25-161 CRA

Agenda Date: 9/30/2025

Item #: 7C.

TO: CRA Board of Commissioners
FROM: Cassidy Heitman, Legal Advisor
THROUGH: Renée A. Jadusingh, Executive Director
DATE: September 30, 2025

INTERLOCAL AGREEMENT BETWEEN THE CRA AND THE CITY OF DELRAY BEACH - FOR NEIGHBORHOOD PLANNING SERVICES STUDY ASSOCIATED WITH ACCESSORY DWELLING UNITS & INFILL HOUSING STUDY

Recommended Action:

Approve the Interlocal Agreement between the CRA and City for the CRA to provide funding for planning services associated with the Accessory Dwelling Units & Infill Housing Study in substantially the attached form.

Background:

In an effort to increase affordable housing options within the Delray Beach Community Redevelopment (CRA) District, the City of Delray Beach (City) and the CRA have discussed analyzing alternative housing solutions, such as accessory dwelling unit feasibility.

As a result of these discussions, it was determined that there is a need for the City and CRA to hire a consultant to analyze the infill residential development pattern in the NW/SW Neighborhood (The Set) and recommend strategies to advance associated housing policies. The City sought out quotes for said service and entered into a Master Contractor/Services Agreement with Opticos Design, Inc. on July 3, 2024, in the amount not to exceed \$64,000. The scope of work includes analysis of the infill residential development pattern in the NW/SW Neighborhood (The Set), which includes CRA Sub-Area 3, 4, and 8.

The proposed analysis will focus on the (R-1-A) Residential and (RM) Medium Density Residential designations, which allows development of single family residential and duplexes. This analysis relates to the West Atlantic Master Plan (2020), which calls for the continued development of affordable and accessible housing options. The CRA has agreed to contribute an amount not to exceed \$32,000 to the services associated with the study as a lump sum payment upon the study's completion, and the CRA's review.

At this time, CRA Staff is requesting the CRA Board approve the Interlocal Agreement between the CRA and City for the CRA, in substantially the attached form, to provide funding for planning services associated with the Accessory Dwelling Units & Infill Housing Study in an amount not to exceed \$32,000.

Attachment(s): Exhibit A - Interlocal Agreement for ADU Study

CRA Attorney Review:

The CRA Legal Advisor has prepared and reviewed the Interlocal Agreement between the CRA and the City.

Funding Source/Financial Impact:

Funding has been allocated from GL# 5626.

Overall need within the Community Redevelopment Area from Delray Beach

CRA Redevelopment Plan:

Removal of Slum And Blight

Land Use

Economic Development

Affordable Housing

Downtown Housing

Infrastructure

Recreation and Cultural Facilities