



## Cover Memorandum/Staff Report

File #: 25-1294

Agenda Date: 10/21/2025

Item #: 6.F.

**TO:** Mayor and Commissioners  
**FROM:** Anthea Gianniotis, Development Services Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** October 21, 2025

INTERLOCAL AGREEMENT BETWEEN THE COMMUNITY REDEVELOPMENT AGENCY AND THE CITY OF DELRAY BEACH FOR NEIGHBORHOOD PLANNING SERVICES ASSOCIATED WITH ACCESSORY DWELLING UNITS & INFILL HOUSING STUDY.

**Recommended Action:**

Approve the Interlocal Agreement between the Community Redevelopment Agency (CRA) and City to receive funding for planning services associated with the Accessory Dwelling Units & Infill Housing Study.

**Background:**

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

As a result of these discussions, it was determined that a need exists for the City and CRA to collaborate with a consultant to analyze the infill residential development pattern in the NW/SW Neighborhood (The Set) and determine potential strategies to advance associated housing policies. The City sought quotes for said service and entered into a contract with Opticos Design, Inc. on July 3, 2024, in the amount not to exceed \$64,000. The scope of work includes analyzing the block and lot sizes, the infill residential development pattern in the NW/SW Neighborhood (The Set), which includes CRA Sub-Area 3, 4, and 8, and the Land Development Regulations.

The proposed analysis focuses on the (R-1-A) Residential and (RM) Medium Density Residential designations, which allows development of single family residential and duplexes.

The analysis advances multiple Comprehensive Plan Policies:

*Policy HOU 3.2.3: Create and adopt neighborhood plans for those areas which would benefit from integrating varying residential types and densities with a focus on form consistent with the neighborhood's context and character.*

*Policy HOU 4.1.1: Analyze the feasibility of new and innovative housing types and design that can be accommodated within all residential areas.*

*Policy HOU 4.1.2: Encourage the development of small, resource efficient, affordable single-family homes, cottage housing or clustering of houses.*

*Policy HOU 4.1.3: Identify and analyze areas where the provision of accessory dwelling units can be accommodated without negatively impacting the neighborhood and engage and support residents and neighborhood associations to establish individual neighborhood overlay districts and develop specific regulations and guidelines.*

*Policy HOU 4.1.4: Analyze the feasibility of providing flexible zoning regulations and development*

*standards which promote innovative housing designs and development concepts, such as cottage housing, micro-units, accessory dwelling units, co-housing units and modular homes.*

This analysis also 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.

**City Attorney Review:**

Approved to form and sufficiency.

**Funding Source/Financial Impact:**

The CRA will pay for half of the study.

**Timing of Request:**

The City can proceed without the funding; however, approving the interlocal agreement will allow the CRA to fund half of the cost of the effort.