



Cover Memorandum/Staff Report

File #: 26-0138 CRA

Agenda Date: 8/27/2026

Item #: 9A.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: August 27, 2026

AUTHORIZATION TO CREATE AND ESTABLISH A HOMEOWNERS OR CONDOMINIUM ASSOCIATION FOR THE NORTHWEST 600 BLOCK OF WEST ATLANTIC AVENUE AFFORDABLE/WORKFORCE TOWNHOMES WITH ACCESSORY DWELLING UNITS

Recommended Action:

1. Authorize the creation and establishment of *Northwest 7th Avenue Homeowners (or Condominium) Association*, a not-for-profit corporation in the State of Florida, for the affordable/workforce townhomes with accessory dwelling units within the NW 600 Block of West Atlantic Avenue; and
2. Authorize CRA Staff to establish a bank account for *Northwest 7th Avenue Homeowners (or Condominium) Association*; and
3. Appoint the initial Board of Directors for *Northwest 7th Homeowners (or Condominium) Association* in the following manner:
 - a. CRA Executive Director to serve as the Board President
 - b. CRA Assistant Director to serve as the Board Secretary
 - c. CRA Finance and Operations Director to serve as the Board Treasurer
 - d. CRA Legal Advisor as the Registered Agent.

Background:

On November 16, 2023, the CRA Board approved an Agreement with SRS to provide professional architectural and engineering services for a mixed-use redevelopment project to be constructed within the NW 600 Block of West Atlantic Avenue (Project) an amount not to exceed \$639,000.

On October 29, 2024, CRA Staff presented, and the CRA Board approved, the Project which had initially included the development of one (1) commercial unit located at 34 NW 6th Avenue and ten (10) townhomes along NW 7th Avenue. Each townhome was designed to have a two-story main building, an internal courtyard, detached garage with vehicle entrance from the abutting alley, and an accessory dwelling unit (ADU) on top of the garage. At that time, the CRA did not own one (1) key vacant parcel along NW 7th Avenue and this meant that the row of townhomes was noncontiguous in design.

In January 2025, the CRA was able to purchase the one (1) key vacant parcel along NW 7th Avenue. This acquisition provided the opportunity to improve the design of the residential portion of the Project and develop two (2) additional townhomes, for a total of 12 contiguous townhomes along NW 7th Avenue.

While awaiting the City's adoption of an Amendment to the Land Development Regulations (LDRs) allowing for the development of ADUs, the CRA worked with SRS to finalize the design and site plan for both the residential and commercial portions of the Project.

On February 26, 2026, CRA Staff presented an update on the residential portion of the Project. The design includes twelve (12) two-story contiguous townhomes with the principal units fronting NW 7th Avenue. Each townhome would have an internal courtyard, detached garage with vehicle entrance from the abutting alley to the east, and an accessory dwelling unit on top of the garage (see Exhibit B.)

Since that time, the City has adopted the Amendment to the LDRs allowing for the development of ADUs in April 2026. Soon after, the site plan applications for both the residential and commercial portions of the Project were submitted by CRA Staff and SRS to the City and both site plans are currently undergoing the approval process.

Homeowners (or Condominium) Association for Townhomes with ADUs:

Since submitting the site plan application for the residential portion of the Project, CRA Staff, SRS, and City Staff have met to discuss the Project including the necessary agreements that need to be submitted to the City for approval and acceptance as part of obtaining full site plan approval.

The City agreements, including a landscape maintenance agreement and a pedestrian clear zone easement agreement, would need to be agreed to between the City and the entity that would oversee the management and maintenance of the residential communal space. Such an entity for the townhomes and ADUs would be a homeowners or condominium association. As such, a homeowners or condominium association for the residential portion of the Project would now need to be created in order to fulfill the City's requirements necessary to receive site plan approval.

The creation and establishment of the homeowners or condominium association will require the organization of a not-for-profit corporation with the State of Florida. That process will entail filing Articles of Incorporation, drafting and recording all necessary governing documents, appointing an initial Board of Directors and a registered agent, and establishing a bank account. CRA Staff will research the necessary association type to be established.

At this time, CRA Staff is requesting the CRA Board to:

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Attachment(s): Exhibit A - Location Map; Exhibit B - NW 600 Block Townhomes Design

CRA Attorney Review:

N/A

Funding Source/Financial Impact:

Funding has been allocated from GL #5123.

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