



Cover Memorandum/Staff Report

File #: 26-0067 CRA

Agenda Date: 4/28/2026

Item #: 7H.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: April 28, 2026

APPROVAL OF A WORK ASSIGNMENT FOR LANDSCAPE ARCHITECTURAL SERVICES WITH KEITH AND ASSOCIATES, INC., FOR EXTERIOR REPAIRS TO THE PARKING LOT AND SIDEWALKS, AND LANDSCAPE IMPROVEMENTS FOR THE CRA-OWNED PROPERTIES LOCATED AT 31, 39, & 45 SW 9TH AVENUE - PALM MANOR IN AN AMOUNT NOT TO EXCEED \$86,790

Recommended Action:

Approve the Work Assignment for Landscape Architectural Services between the Delray Beach Community Redevelopment Agency (CRA) and Keith and Associates, Inc., for exterior repairs to the parking lot and sidewalks, and landscape improvements for the CRA-owned properties located at 31, 39, & 45 SW 9th Avenue - Palm Manor in an amount not to exceed \$86,790, and authorize the CRA Board Chair to execute any and all related documents for said purpose in a form that is acceptable to CRA Legal Counsel.

Background:

In 2003, the Delray Beach Community Redevelopment Agency (CRA) purchased 31, 39, and 45 SW 9th Avenue (Palm Manor), located within CRA Sub Area #3. Palm Manor is a complex of three (3) buildings comprised of a total of 25-units of affordable apartments. Palm Manor is currently managed by the Delray Beach Community Land Trust (CLT).

Currently, there are six (6) Live Oak trees located within the parking lot of the Palm Manor complex that have outgrown the landscaping islands in which they were planted. The roots of these trees have grown under the paved surfaces, including the parking lot and sidewalks, causing significant cracks and ridges. Exhibit A shows the damage to the parking lot and sidewalks.

CRA Staff reached out to Sutton Consulting Arborist (Sutton) to assess the condition of the Live Oak trees. On December 9, 2025, Sutton provided a report analyzing the root obstructions. The report focused on four of (4) of the (6) Live Oak trees determined to be causing the most damage to Palm Manor's paved surfaces with the main assessment being whether the Live Oak trees' roots could be pruned so that the paved surfaces could be repaired. Based on Sutton's findings, they did not recommend root pruning as a management strategy as the pruning could compromise the integrity of the root plate and reduce the tree's ability to resist wind loading. The recommended management strategy was to correct the mismatch between the size of the mature Live Oak trees and the constrained parking landscaping island in which they were planted.

To follow the recommended management strategy, repair the paved surfaces, and prevent damage to those surfaces in the future, all six (6) of Live Oak trees would need to be removed, and the paved surfaces, including the parking lot and sidewalks, would be repaired. Additional landscaping throughout the Palm Manor complex, to include new trees that would better fit within the overall complex, would be installed. CRA Staff has met with City Staff to discuss the potential exterior repairs and improvements, and to determine the best pathway forward to correct the damage to the paved surfaces while also meeting the landscaping requirements of the City's Land Development Regulations. Exhibit B shows an overview of the proposed landscape improvements.

Additionally, CRA Staff has reached out to multiple Landscape Architectural firms within the CRA's professional continuing consulting services pool to provide proposals to assist the CRA in completing the landscape architectural design and construction plans necessary to complete the exterior repairs to the parking lot and sidewalks, and the landscape improvements for the Palm Manor complex.

After reviewing the proposals, Keith and Associates, Inc., was selected due to their comprehensive provision of the services required.

The scope of work includes providing the architectural services necessary to complete design and construction plans for the following:

- Repair and improvements to paved surfaces - parking lot & sidewalks
- Pedestrian circulation and access
- Landscape improvements
- Tree removals, and relocation and/or mitigation

Repairing the improving the paved surfaces and the landscaping at Palm Manor eliminates slum and blighted conditions within the CRA District and supports the maintenance of long-term affordable housing. The full scope of work, which will include assistance with permitting, bidding, and construction administration, for the Work Assignment is attached as Exhibit D.

At this time, CRA staff is seeking approval of the Work Assignment between the Delray Beach Community Redevelopment Agency and Keith and Associates, Inc., for exterior repairs to the parking lot and sidewalks, and landscape improvements for the CRA-owned properties located at 31, 39, & 45 SW 9th Avenue - Palm Manor in an amount not to exceed \$86,790, and authorize the CRA Board Chair to execute any and all related documents for said purpose in a form that is acceptable to CRA Legal Counsel.

Attachment(s): Exhibit A - Location Map & Photos; Exhibit B - Overview of Proposed Landscape Improvements; Exhibit C - Continuing Consulting Services Agreement with Keith and Associates, Inc.; Exhibit D - Keith and Associates, Inc. Proposal; Exhibit E - Work Assignment for Palm Manor

CRA Attorney Review:

The CRA Attorney has prepared and reviewed the attached Work Assignment for legal sufficiency and form and determined it to be acceptable.

Funding Source/Financial Impact:

Funding has been allocated from GL #6512.

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