



Cover Memorandum/Staff Report

File #: 25-783

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Item #: 5.A.1.

TO: Mayor and Commissioners
FROM: Terrence R. Moore, ICMA-CM
DATE: July 15, 2025

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVIEW PROCESS AND INVOLVEMENT

Recommended Action:

Receive an update on the process of coordination with the Downtown Development Authority (DDA).

Background:

In recent years, the passage of several state laws governing time frames for development review and quasi-judicial hearings necessitated an examination of City processes. New state laws also limit the issuance of "new" review comments once the review process has started. Many past protocols are simply no longer feasible.

Following the example of the West Palm Beach DDA, whose charter mirrors the Delray Beach DDA charter, a formal presentation of each downtown project at a DDA meeting is no longer required prior to consideration by a city board. The DDA still has plenty of opportunities to offer input and recommendations. Written comments can be sent directly to the project planner to include in agenda packages and DDA staff can offer support via comment at the Site Plan Review and Appearance Board, Historic Preservation Board, Planning and Zoning Board, or City Commission meetings.

By having the DDA interact in a more nimble fashion directly with the applicants and fold into the City's formal process (instead of adding to it), applications are anticipated to move up to a month faster through the approval process.

Section 2.6.4 of the City's Land Development Regulations (LDR) requires the City provide to the DDA "*Notice of all development applications within its geographic limits.*" The CRA has the same requirement and receives monthly notice informing the CRA staff of new development applications submitted within the boundary. A copy of the July notice sent to the DDA is attached.

Pursuant to LDR Article 8.2.2 (E)(3), the DDA can, "*Recommend to the City Commission and to Downtown businesspersons and residents the actions deemed most suitable for implementing the Downtown development plans, including removal, razing, repair, renovation, reconstruction, remodeling, and improvement of existing structures, addition of new structures and facilities, relocation of any of those existing, and changes in patterns of and facilities for getting thereto and therefrom.*"

While the DDA has the power to make recommendations on projects implementing downtown plans, the method for providing input over the decades has varied from staff-to-staff communication to formal scheduling on DDA agendas. Within the current regulatory framework, formal monthly review of every development project cannot be accommodated. Larger efforts, like developing new downtown plans (for example, the Parking and Curbside Management Plan), or amendments to the

Land Development Regulations, are not subject to the same time constraints. Staff will rely on the DDA for community outreach to downtown businesses and residents and may request inclusion on DDA agendas for discussion and input.

City Attorney Review:

N/A

Funding Source/Financial Impact:

N/A

Timing of Request:

Adjustment in administrative practices has been made.