

City of Delray Beach

COMMUNITY REDEVELOPMENT AGENCY
20 North Swinton Avenue - Delray Beach, FL 33444
Phone: (561) 276-8640 - Fax: (561) 276-8558
www.delraycra.org



CRA Meeting

Tuesday, February 27, 2024

4:00 PM

Regular Meeting at 4:00 PM

Commission Chambers
Delray Beach City Hall

Community Redevelopment Agency

CRA Board of Commissioners

*Chair Adam Frankel
Vice Chair Angela Burns
Deputy Vice Chair Shelly Petrolia
CRA Commissioner Ryan Boylston
CRA Commissioner Rob Long*

RULES FOR PUBLIC PARTICIPATION

PUBLIC COMMENT: Any citizen is entitled to speak on items under the Old or New Business sections at the time the items are heard by the CRA Board of Commissioners ("CRA Board"). Comments are limited to 3 minutes unless otherwise specified.

ADDRESSING THE CRA BOARD: Members of the public will be requested to complete a form or other document in order to inform the CRA Board of a desire to be heard. At the appropriate time, please step up to the lectern and state your name and address for the record. All comments must be addressed to the CRA Board as a body and not to individuals. Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous, while addressing the CRA Board and refuses to stop may be requested to leave by the meeting Chair. Any person who, at a Board meeting, willfully interrupts or disturbs the meeting in violation of Section 871.01, Fla. Stat., entitled "Disturbing Schools and Religious and Other Assemblies," is subject to arrest by those law enforcement officers present.

SIGN IN SHEET: Prior to the start of the CRA Board Meeting, individuals attending the meeting should sign in on the sheet located on the right side of the dais. The primary purpose of the sign-in sheet is to assist staff with record keeping.

APPELLATE PROCEDURES

Please be advised that if any person decides to appeal any decision made by the CRA Board with respect to any matter considered at this meeting, that person will need a record of the proceedings, and that, for such purpose, the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

1. Call to Order**2. Roll Call****3. Approval of Agenda****4. February PowerPoint Presentation (For Informational Purposes Only)****4A. FEBRUARY POWERPOINT PRESENTATION**

Attachments: [February 27, 2024 - CRA Regular Board Meeting](#)

5. Staff Reports (For Informational Purposes Only)**5A. MONTHLY WORK PLAN REPORT**

Attachments: [Monthly Work Plan Report - February 2024](#)

5B. ARTS WAREHOUSE REPORT

Attachments: [Arts Warehouse Report - February 2024](#)

5C. FUNDING ASSISTANCE AND COMMUNITY OUTREACH REPORT

Attachments: [Funding Assistance & Community Engagement Report - February 2024](#)

5D. PROPERTY MANAGEMENT REPORT

Attachments: [Property Management Report - February 2024](#)

5E. SOCIAL MEDIA REPORT

Attachments: [Social Media Report - February 2024](#)

6. Public Comments on Agenda & Non-Agenda Agenda Items**7. Consent Agenda****7A. REGULAR BOARD MEETING MINUTES**

Attachments: [January 23, 2024 - Regular Board Meeting Minutes](#)

7B. SPECIAL BOARD MEETING MINUTES

Attachments: [February 6, 2024 - Special Board Meeting Minutes](#)

7C. CRA FINANCIAL REPORT - DECEMBER 2023

Recommendation: Receive and File.

Attachments: [Agenda Cover Report](#)
[Exhibit A - December 2023 Financial Statements](#)

7D. AMENDMENT TO CRA HUMAN RESOURCES POLICIES & PROCEDURES MANUAL - SECTION 8

Recommendation: Approve the proposed amendment to “Human Resources Policies and Procedures Manual” for the Delray Beach Community Redevelopment Agency.

Attachments: [Agenda Cover Report](#)
[Exhibit A – Proposed amendment to Section 8 to the CRA Human Resources P.](#)

7E. AWARD REQUEST FOR QUALIFICATIONS CRA NO. 2023-05 - PROFESSIONAL ARCHITECTURAL SERVICES & LANDSCAPE ARCHITECTURAL SERVICES ON A CONTINUING CONTRACT BASIS

Recommendation:

1. Award the Request for Qualifications (RFQ) CRA No. 2023-05 for Professional Architectural Services to the following architectural firms, listed in alphabetical order, for professional architectural services on a continuing contract basis and authorize CRA staff to enter into contract negotiations accordingly.

Architectural Services

1. BEA Architects, Inc.
 2. CPZ Architects, Inc.
 3. Currie Sowards Aguila Architects, Inc.
 4. Justin Architects, P.A.
 5. Netta Architects, LLC
 6. R.E. Chisholm Architects, Inc.
 7. R.J. Heisenbottle Architects, P.A.
 8. Robling Architecture Construction, Inc.
 9. Song + Associates, Inc.
 10. Synalovski Romanik Saye, LLC
 11. The Tamara Peacock Company Architects of Florida, Inc. dba Peacock Architects
 12. Walter Zackaria Associates, PLLC
2. Award the Request for Qualifications (RFQ) CRA No. 2023-05 for Professional Landscape Architectural Services to the following landscape architectural firms, listed in alphabetical order, for professional landscape architectural services on a continuing contract basis and authorize CRA staff to enter into contract negotiations accordingly.

Landscape Architectural Services

1. AGTLAND, P.A.
2. JMorton Planning & Landscape Architecture
3. KCI Technologies, Inc.
4. Keith and Associates, Inc., dba KEITH
5. Kimley-Horn and Associates, Inc.
6. Miller Legg

Attachments:

[Agenda Cover Report](#)

[Exhibit A – Evaluation Committee Composite Scores](#)

[Exhibit B - RFQ and Addendums](#)

[Exhibit C – Sample Architectural RFQ Agreement](#)

[Exhibit D – Sample Landscape RFQ Agreement](#)

7F. ISSUE REQUEST FOR PROPOSALS CRA NO. 2024-02 FOR PROPERTY MANAGEMENT SERVICES FOR THE CRA-OWNED COMMERCIAL BUILDING LOCATED 98 NW 5TH AVENUE

Attachments: [Agenda Cover Report](#)
[Exhibit A - Location Map](#)
[Exhibit B – RFP for Property Management Services](#)

7G. RESOLUTION 2024-03 - APPROVE A PURCHASE AND SALE AGREEMENT WITH WILFRID NAZAIRE FOR THE PURCHASE OF THE PROPERTY LOCATED AT 617 NW 2ND STREET

Recommendation:

1. Approve a Purchase and Sale Agreement with Wilfrid Nazaire for the purchase of the property located at 617 NW 2nd Street (Subject Property) for a purchase price of \$108,000, in a form legally acceptable to the CRA Legal Counsel;

AND

2. Authorize the CRA Board Chair to execute the Purchase and Sale Agreement, and any related documents, in a form legally acceptable to the CRA Legal Advisor.

Attachments: [Agenda Cover Report](#)
[Exhibit A – Purchase and Sale Agreement](#)
[Exhibit B - Resolution 2024-03](#)
[Exhibit C - Location Map](#)

7H. TEMPORARY USE AGREEMENT REQUEST FROM EMANUEL JACKSON, SR. PROJECT, INC. FOR USE OF 600 & 700 BLOCK WEST ATLANTIC AVENUE

Recommendation: Approve the Temporary Use Agreement (“Agreement”) with Emanuel Jackson, Sr. Project, Inc. for the Fourth Annual CommUNITY Block Party on Saturday, May 4, 2024 from 11:00am to 9:00pm.

Attachments: [Agenda Cover Report](#)
[Exhibit A - 2024 Block Party TUA Letter](#)
[Exhibit B - Temporary Use Agreement for 4th Annual EJS Community Block Pa](#)

7I. 700 WEST ATLANTIC AVENUE TENANTS

Recommendation: Approve the following:

- 1) Authorize CRA Staff to issue a new written notice to vacate by April 30, 2024, to tenants and licensees occupying or utilizing the 700 West Atlantic Avenue property; and
- 2) A Fifth Amendment to the Emanuel Jackson Sr. Project, Inc. Revocable License Agreement (“Agreement”), dated April 1, 2022, to amend the termination date of the Agreement to April 30, 2024; and
- 3) Authorize the CRA’s Chair, Executive Director and legal counsel to execute any and all related documents to facilitate the above action(s).

Attachments: [Agenda Cover Report](#)
[Exhibit A - Location Map](#)

7J. FOURTH AMENDMENT TO THE AGREEMENT BETWEEN THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND AHRENS COMPANIES - 95 SW 5TH AVENUE IN AN AMOUNT NOT TO EXCEED \$3,314.36

Attachments: [Agenda Cover Report](#)
[Exhibit A – Fourth Amendment to Agreement](#)
[Exhibit B - Location Map](#)
[Exhibit C – Agreement and Amendments](#)
[Exhibit D – Change Order](#)

7K. DELRAY BEACH CRA BUDGET AMENDMENT NO. 1, FISCAL YEAR 2023-2024

Recommendation: Approve CRA Resolution No. 2024-02 adopting Delray Beach CRA Budget Amendment No. 1 for FY 2023-2024.

Attachments: [Agenda Cover Report](#)
[Exhibit A - Resolution No. 2024-02 - Budget Amendment No. 1 FY 2023-2024](#)
[Exhibit B - FY 2023-2024 Budget Amendment No. 1](#)

7L. PROJECT CONSULTANCY & DESIGN SERVICES FUNDING ASSISTANCE APPLICATION - HARVEY INSURANCE SOLUTIONS, INC (20 NW 6th AVENUE)

Recommendation: Approve a Project Consultancy & Design Services Funding Assistance Agreement (Level 2 Design Services) with Harvey Insurance Solutions, Inc. for the proposed improvement project located within the building located at 20 NW 6th Avenue, for an amount not to exceed \$5,000.

Attachments: [Agenda Cover Report](#)
[Exhibit A - Location Map](#)
[Exhibit B - Photos of Existing Conditions](#)
[Exhibit C - Funding Assistance Detail Sheet](#)
[Exhibit D - Application Form](#)
[Exhibit E - Project Consultancy & Design Services Program Guidelines](#)
[Exhibit F – Funding Agreement](#)

8. Old Business

8A. CANCELLATION OF REQUEST FOR PROPOSALS CRA NO. 2024-01 - FOR THE DISPOSITION OF CRA-OWNED VACANT LOTS FOR THE DEVELOPMENT OF AFFORDABLE/WORKFORCE HOUSING

Recommendation: Cancel Request for Proposals (RFP) CRA NO. 2024-01 - for the disposition of CRA - owned vacant lots for the development of affordable/workforce housing.

Attachments: [Agenda Cover Report](#)
[Exhibit A – RFP CRA No. 2024-01](#)
[Exhibit B – CRA Purchasing Policies and Procedures](#)
[Exhibit C - RFP CRA No. 2024-03](#)

8B. ISSUE REQUEST FOR PROPOSALS FOR DESIGN/BUILD SERVICES FOR THE NW 800 BLOCK REDEVELOPMENT PROJECT

Recommendation: Approve the issuance of a Request for Proposals (RFP) for Design/Build Services for the NW 800 Block of West Atlantic Avenue Development Project in line with the Conceptual Design approved by the CRA Board.

Attachments: [Agenda Cover Report](#)
[Exhibit A - Location Map](#)
[Exhibit B - Final Conceptual Design](#)
[Exhibit C - Informational Report](#)

8C. APPROVE THE MODIFICATIONS TO THE A.-G.U.I.D.E. (ACHIEVING GOALS USING IMPACT DRIVEN EVALUATION) PROGRAM GUIDELINES

Recommendation: Approve the modifications to the A.-G.U.I.D.E. (Achieving Goals Using Impact Driven Evaluation) Program Guidelines.

Attachments: [Agenda Cover Report](#)
[Exhibit A – Excerpt from Sept. 2023 CRA Workshop](#)
[Exhibit B - A.-G.U.I.D.E. Program Guidelines for 2023-2024](#)
[Exhibit C – Proposed Modifications to A.-G.U.I.D.E. Program](#)

8D. NOMINATIONS FOR AN APPOINTMENT ON THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY REDEVELOPMENT ADVISORY COMMITTEE

Recommendation:

Motion to approve nominations for appointment for five (5) regular members to serve on the Delray Beach Community Redevelopment Agency Redevelopment Advisory Committee.

Attachments: [Agenda Cover Report](#)
[Exhibit A - List of Applicants](#)
[Exhibit B - Resolution 2023-03](#)
[DeMeo](#)
[Hill](#)
[Land](#)
[McFadden](#)
[Newbold](#)
[Schippani](#)
[Strauss](#)
[Suarez](#)
[Van Arnem](#)

9. New Business

9A. RESOLUTION 2024-04 - APPROVE A PURCHASE AND SALE AGREEMENT WITH LAKE IDA CHURCH OF CHRIST, INC. FOR THE PURCHASE OF THE PROPERTY LOCATED AT 1300 LAKE IDA ROAD IN AN AMOUNT NOT TO EXCEED \$610,000

Recommendation:

1. Approve a Purchase and Sale Agreement with Lake Ida Church of Christ Inc. for the purchase of the property located at 1300 Lake Ida Road (Subject Property) in an amount not to exceed \$610,000 in a form legally acceptable to the CRA Legal Counsel;

AND

2. Authorize the CRA Board Chair to execute the Purchase and Sale Agreement, and any related documents, in a form legally acceptable to the CRA Legal Advisor.

Attachments:

[Agenda Cover Report](#)

[Exhibit A – Purchase and Sale Agreement](#)

[Exhibit B - Resolution 2024-04](#)

[Exhibit C - Location Map](#)

10. Other Business

- A. Comments by Executive Director
- B. Comments by Board Attorney
- C. Comments by Commissioners

11. Adjournment