



Cover Memorandum/Staff Report

File #: 25-163 CRA

Agenda Date: 9/30/2025

Item #: 7E.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: September 30, 2025

PROJECT CONSULTANCY & DESIGN SERVICES FUNDING ASSISTANCE APPLICATION - SUN UP SKIN, LLC (98 NW 5TH AVENUE, SUITE 104)

Recommended Action:

Approve a Project Consultancy & Design Services Funding Assistance Agreement (Level 2 Design Services) with Sun Up Skin, LLC for the proposed improvement project located within the Edmonds Baine Building located at 98 NW 5th Avenue, Suite 104, for an amount not to exceed \$7,000 and authorize the CRA Board Chair to execute all related documents for said purpose.

Background:

Sun Up Skin, LLC (Sun Up Skin), is requesting funding assistance under the Project Consultancy & Design Services Program for an improvement project located within the CRA-owned Edmonds Baine Building located at 98 NW 5th Avenue (Edmonds Baine Building) within CRA sub-area #3 for an amount not to exceed \$7,000.

Sun Up Skin is a holistic facial and wellness spa that will offer facials, massage, and other holistic wellness modalities, along with group restorative classes such as yoga and sound baths. The space will also have a clean-living boutique for skincare and wellbeing. Funding assistance is requested to turn the open concept office space at the Edmonds Baine Building into a serene wellness spa for the community. Sun Up Skin plans to create two functioning treatment rooms, retail space, and an open space for restorative classes. The space will be designed to be more functional for treatments and the aesthetics will be elevated to add to the entire experience. If awarded, the completed designs and plans produced under the Project Consultancy & Design Services Program will be used so that Sun Up Skin can apply for the Site Development Assistance Funding Program to help with the actual construction and improvement costs.

A funding assistance award to Sun Up Skin will help further the CRA's mission by supporting and promoting business activity within the CRA District and aligns with the goals stated within the CRA Redevelopment Plan for the area.

At this time, CRA staff is requesting the CRA Board approve a Project Consultancy & Design Services Funding Assistance Agreement (Level 2 Design Services) with Sun Up Skin, LLC, in an amount not to exceed \$7,000 and authorize the CRA Board Chair to execute all related documents for said purpose.

Attachments: 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

CRA Attorney Review:

The CRA Legal Counsel has prepared and reviewed the Funding Agreement for legal sufficiency and form and determined it to be acceptable.

Funding Source/Financial Impact:

7,000 to be allocated from - Grant Programs - Project Consultancy & Design Services

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