



# Delray Beach CRA | Tenant Application Form

## INFORMATION | OVERVIEW

### IMPORTANT DATES

- Issue Date | 06/03/2024
- Application Deadline | **07/15/2024**

### [Funding Programs available to new and existing tenants in CRA owned properties:](#)

- Project Consultancy & Design Services Program
- Site Development Assistance Program
- Paint Up & Signage

For more information on how to apply for the CRA's Funding Assistance Programs, please contact us at (561) 276-8640.

The CRA-owned commercial property at 135 NW 5th Avenue ("Subject Property") is located in the West Atlantic Avenue Corridor along Historic NW 5th Avenue within the Community Redevelopment Area known as "The Set", and within the West Settlers Historic District of the City of Delray Beach – an area that was once a vital hub of the community's bustling Black-owned businesses.

The Set Community brand was identified by the long-standing residential and business communities surrounding the West Atlantic Avenue corridor, from I-95 to Swinton Avenue.

The Set is predominately a single-family residential community with Delray Beach's historic main streets of Atlantic and Fifth Avenues traversing the east-west and north-south corridors of the western end of Downtown Delray Beach. The Subject Property is just minutes from I-95 and approximately thirty minutes from Fort Lauderdale International Airport and Palm Beach International Airport. Further, the Subject Property is within walking distance of shops and restaurants in Downtown Delray Beach and two miles from the beach.

In 1996, the City of Delray Beach created a fifth historic district called the West Settlers Historic District, located to the north of West Atlantic Avenue between NW 3rd Street and NW 5th Street. The West Settlers Historic district is the site of Delray's first churches—Mount Olive Missionary Baptist Church, St. Paul's AME Church (originally Mt. Tabor Church), and the House of God—as well as Delray's first pioneer family settlement. Many homes in the area date from the early 1900's.

The S.D. Spady Cultural Arts Museum, the former home of S.D. Spady who was one of Delray Beach's most prominent African American citizens, is located on NW 5th Street. The West Settlers District has become the center of African American cultural heritage in Delray Beach.

The Delray Beach CRA completed the renovation of the West Settlers Building at 135 NW 5th Avenue in December 2008. The building includes two ground floor commercial units measuring 875 SF each, and four (4) two-bedroom, one bathroom residential units.

The residential units were sold as affordable housing to income qualified buyers, that is, those buyers whose incomes fall at or below the "moderate" income range for Palm Beach County.

The two 875 SF commercial units are air-conditioned with acoustical tile ceilings. One handicap accessible

restroom is provided for each unit.

The CRA is actively seeking tenants with day, night, and weekend operations for one (1) ground floor commercial unit (north unit). Please note that the space is currently occupied by a tenant.



If you would prefer a printed, hard copy application, please call the CRA Office at 561-276-8640 or visit the Delray Beach CRA Office at 20 N. Swinton Avenue, Delray Beach, FL 33444.

*Tours of the space available by appointment, upon request.*

## RETAIL BAYS/SPACE DETAILS

Details about the commercial units:

- Approximately 875 square foot, first floor commercial unit
- Approximate monthly rental rate (not including utilities, internet, phone, security):
  - \$21 per square foot
- Bathroom
- Janitorial closet
- Access to public parking
- 24/7 access to bay by successful tenant
- Eligibility to apply for CRA Funding Assistance Programs for interior renovations (not to include any structural changes/ demolition)

No commercial kitchen buildout will be allowed.

## ELIGIBILITY

Applicant criteria:

- Business entity in operation for minimum of 2 years as of the date of submission of application
- Principals only
- Business entities can only submit one application

### Business type:

The Notice of Intent to Lease the CRA-owned Property at 135 NW 5th Avenue is restricted to commercial retail businesses, personal service providers, and professional office users. Commercial uses shall be including but not limited to the following types of businesses:

- retail/specialty shop
- professional offices such as CPA, medical, legal services, insurance
- financial services including banks, personal banking, financial planning advisors
- artist retail gallery/workspace as permitted within the Central Business District (CBD) zoning district, more particularly described in the City of Delray Beach's Land Development Regulations.

Pursuant to the goals of the CRA and the City of Delray Beach Land Development Regulations, the following businesses/uses will be considered automatically ineligible to apply:

- Restaurant/cafe
- Religious institutions or organizations
- Non-profit organizations
- Adult entertainment establishments
- Adult gaming centers
- Alcohol/tobacco retailers
- Firearms and weapons; fireworks retailers
- CBD Oil Establishments, Medical marijuana treatment centers or dispensing facility
- Any business which is a non-conforming use as determined by the City of Delray Beach

## APPLICATION PROCESS

Applications will not be considered until all required documentation is submitted.

Complete application packets must include the following documentation:

- a. Completed online application submitted by the deadline. Late submissions will not be considered.
- b. Complete Business Plan - define all details of the company as well as any plans for anticipated buildout of the space and launch timeline. Timeline should account for any site plan and permit approval.
- c. Description of the legal organizational structure of the applicant entity including the title and names of the officers/partners/directors/members over the last two (2) years (if the applicant entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the officers/partners/directors/members)
- d. Three-year financial projections of business operations/maintenance
- e. Budget for business operations, including startup costs.
- f. Evidence of financial ability/capital to operate (may include approved loan, cash balance, line of credit, etc.)
- g. IRS Income Tax Returns for the business (must match applicant name), most recent 2 years' worth (total gross receipts or sales cannot exceed \$1 Million) \*
- h. Current Business Tax Receipt (provide a copy of the Business's Tax Receipt for current location of operation, if available at the time of submission. If not available, the Successful Proposer will need to provide one before an Agreement can be finalized)
- i. Business License & Registration with Florida Department of Business and Professional Regulation (DBPR)

- j. Professional Licenses and Certifications, if applicable
- k. Photos/images of business, products, services to be provided
- l. Other pertinent information

\*The Delray Beach CRA reserves the sole and absolute right to select tenants that best serve the interests of the CRA District.

Any information submitted after the application deadline will not be considered.

## REVIEW & SELECTION PROCESS

All applications will be reviewed and scored by the Selection Committee. Final decisions will be made by the Selection Committee.

### Review Process:

- Preliminary review of application submissions to ensure completion and eligibility.
- The responsibility for submitting a complete application on or before the stated time and date is solely and strictly that of the Applicant. Late and incomplete applications will not be accepted.
  - An Applicant may submit a modified Application to replace all or any portion of a previously submitted Application or withdraw an Application at any time prior to the Submission Due Date. All modifications or withdrawals shall be made in writing, via email. Oral/Verbal modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Submission Due Date. The CRA will only consider the latest version of the Application.
- Selection Committee review and score eligible applications and related materials.
- Notify applicants
- Execute Lease Agreements

### Selection Criteria:

Applicants will be scored on the following:

- Section I: Organization Capacity & Qualifications (20%)
- Section II: Experience and track record operating similar business/program/project (25%)
- Section III: Strength of the Application/Proposal Narrative and Business Plan (20%)
- Section VI: Budget, Finances, Sustainability (25%)
- Section V: Overall Proposal (10%)

## APPLICANT CONTACT INFO

Officer Name	Lisa McMiller
Address	135 NW 5th Avenue, Unit C5 Delray Beach, Florida, 33444
Email	mcmillerlisa@yahoo.com

Phone Number (561) 503-6623

BUSINESS INFORMATION & NARRATIVE

Business Name Upper Cuts Barbershop and Salon, Inc.

Business FEIN # 82-2009397

Year Established 6/26/2017

Business Legal Structure Corporation

Is this business currently operating? Yes

Current Business Address 135 NW 5th Ave., Unit C5  
Delray Beach, Florida, 33444

Current Business Location Is Leased

Business Website N/A

Business Instagram [https://www.instagram.com/uppercutz\\_barbershop\\_and\\_salon/reel/DCKRzuNxcs9/](https://www.instagram.com/uppercutz_barbershop_and_salon/reel/DCKRzuNxcs9/)

Business Facebook <https://www.facebook.com/UpperCutzB/>

Business Other | Social Media Highly Rated Barber Shops in Delray Beach

Briefly describe your business

Upper Cutz Barber Shop and Salon, Inc. is a thriving establishment in downtown Delray Beach offering superior grooming services and holistic experiences. Since 2017, we've addressed the need for high-quality personal care in a nurturing environment, catering to diverse clientele with a focus on the African-American community. Our approach combines personalized attention, a relaxing atmosphere, and services for all genders, ages, and hair types. Our skilled staff excels in technical expertise and empathetic communication. We use top-tier products and stay current with the latest grooming techniques

Business Background and History

The management team includes owner Lashon Harris, a Master Barber with 30+ years experience, and Lisa McMiller, with 10 years of salon management expertise. They own the S-corporation equally. Located in Delray Beach's shopping district, Upper Cutz enjoys high visibility. Our central location, unique offerings, and community focus position us for continued growth in the personal care industry.

Clients and Business Success

Upper Cutz has expanded into wellness programs, hosting Teen Talk and Cutz and Conversation sessions for open dialogue on mental health, monitored by a licensed therapist. This commitment has solidified our position as an integral part of the community. Our marketing leverages social media and community engagement. We participate in local events and offer modern payment options to meet clients' needs.

Services offered/products sold at the current business location

Our approach includes: Personalized Attention: Stylists tailor services to each client's preferences. Relaxing Atmosphere: A welcoming environment for enjoyable grooming. Diverse Service Menu: Wide range of services for all genders, ages, and hair types. Quality Products: We use top-tier hair care and

grooming products. Upper Cutz nurtures guests' emotional well-being alongside appearance. Our staff is trained in technical skills and active listening, ensuring guests leave feeling and looking their best.

Services to be offered/products to be sold at new location

To further support our community initiatives and wellness programs, Lisa will continue as Community Outreach Coordinator. This role will be crucial in organizing and promoting our Teen Talk and Cutz and Conversation sessions, as well as identifying new opportunities for community engagement.

Proposed Operating Hours at new location

Monday -Saturday : 8:00 AM-10:00 PM  
Sunday 12-10PM

With this property, I plan to:

Expand business in this location.

If approved, do you plan to apply for CRA Business Funding Assistance?

Yes

UPLOADS

Item B. Complete Business Plan - define all details of the company as well as any plans for anticipated buildout of the space and launch timeline. Timeline should account for any site plan and permit approval.



Business Plan\_Upper Cutz Barber Sho... .pdf

Item C. Description of the legal organizational structure of the applicant business including the title and names of the officers/partners/directors/members over the last two (2) years (if the applicant entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the officers/partners/directors/members)



Sunbiz Record\_Upper Cutz.pdf

Item D. Two-year financial projections of business operations/maintenance



Upper-Cutz-Barber-Shop-and-Salon-In... .pdf

Item E. Budget for business operations, including startup costs.



Upper-Cutz-Barber-Shop-and-Salon-In... .pdf

Item G. IRS Income Tax Returns for the business, 2 years' worth (total gross receipts or sales cannot exceed \$1 Million



2023 TaxReturn\_ UPPER CUTZ BARBE... .pdf





2024 Tax Return\_UPPER CUTZ BARBE... .pdf

Item H. Current Business Tax Receipt (provide a copy of the Business's Tax Receipt for current location of operation, if available at the time of submission. If not available, the Successful Proposer will need to provide one before an Agreement can be finalized).

**CITY OF DELRAY BEACH**  
LOCAL BUSINESS TAX RECEIPT  
& CONTRACTOR REGISTRATION

RESTRICTION:  
OWNERSHIP/IF R/R  
BUSINESS NAME: UPPER CUTZ BARBERSHOP & SALON  
LOCATION: 135 NW 5TH AVE # 5  
CLASSIFICATION: BARBER SHOPS

UPPER CUTZ BARBERSHOP & SALON  
135 NW 5TH AVE # 5  
UNIT C5  
DELRAY BEACH FL 33444

RECEIPT NO 25 10563357  
CONTROL NO 147514  
DATE ISSUED 11/25/24  
BUSINESS TAX FEE 290.30  
DELINQUENT FEE 19.03  
TRANSFER FEE .00

TOTAL AMOUNT PAID: 299.33

ALUMELAA RECEIPT VALID FOR THE PERIOD  
OCTOBER 1 2024 TO SEPTEMBER 30 2025

**BUSINESS TAX RECEIPT MUST BE  
CONSPICUOUSLY DISPLAYED TO  
PUBLIC VIEW AT BUSINESS LOCATION**

Notice: This business tax receipt becomes NULL and VOID if ownership, business name, or address is changed

**CITY OF DELRAY BEACH**  
BUSINESS TAX RECEIPT INFORMATION

DATE ISSUED: 11/25/24 BUSINESS TAX RECEIPT ISSUED FOR THE PER  
OCTOBER 1 2024 TO SEPTEMBER 30 2025

- Business Tax Receipt must be posted in a visible location so that it can be viewed by anyone upon entering your place of business.
- Business Tax Receipts are renewed annually on September 30 of each year. As a courtesy, we will mail renewal reminders in July. However, if you do not receive a renewal notice, it is your responsibility to ensure that your Business Tax Receipt is renewed prior to September 30 of each year. Failure to receive a renewal reminder notice will not exempt you from paying any penalties for late payment. If you have more than one business location, you must obtain a business tax receipt for each location.
- If there is a change in the business name, ownership, or location, you must submit a Zoning Certificate of Use. Upon approval of the application, a transfer fee of \$19.03 will be due to the Business Tax Office. On the Business Tax Receipt the previous owner must sign and date indicating that all rights, interest and title of the business is assigned to the new owner.
- A separate business tax receipt is issued for each use performed within your business. If you have any questions regarding the classification of your business, please visit us at 100 NW 1st Avenue, Delray Beach, FL 33444, check our website at DelrayBeachFL.gov, or call us at (561) 243-7040 ext. 4

Notice: The issuance of this business tax receipt is a result of a payment of the business tax and shall not be interpreted as: permitting the business to supersede the zoning code of the City, an endorsement by the City of a business, nor contribution by the City of the competence of a business

**ANNE M. GANNON**  
Palm Beach County, Florida  
www.pbclan.com Fax: (561) 355-2254

"LOCATED AT"  
135 NW 5TH AVE UNIT 5  
DELRAY BEACH, FL 33448

TYPE OF BUSINESS	CLASS	DATE RECEIVED	RECEIPT FEE	DATE PAID	RECEIPT
BARBER SHOP	UPPER CUTZ BARBER SHOP AND SALON INC	11/25/24	\$290.30	11/25/24	177711

This document is valid only when received by the Tax Collector's Office.

**STATE OF FLORIDA  
PALM BEACH COUNTY**  
2024 / 2025 LOCAL BUSINESS TAX RECEIPT  
LBTR Number: 2020128960  
EXPIRES: 09/30/2025

UPPER CUTZ BARBER SHOP AND SALON INC  
UPPER CUTZ BARBER SHOP AND SALON INC  
3201 SW 960 ST  
DEERFIELD BEACH FL 33442-2204

This receipt MUST be conspicuously displayed at the place of business and in each a manner as to be open to the view of the public.

Item I. Business License & Registration with Florida Department of Business and Professional Regulation (DBPR)



DBPR walletlicense6874797.pdf

Item J. Professional Licenses and Certifications, if applicable



uppercutz\_prof\_licence\_lashon\_harris.pdf

Item K. Photos/images of business, products, services to be provided



Photos of Upper Cutz in Action.docx

Item L. Please attach any other pertinent information

LISA MCMILLER

OWNER

UPPER CUTZ BARBERSHOP AND SALON





- Lifelong Delray Beach resident with a deep commitment to supporting her local community.
- Uses her business space to provide a safe environment for teens to discuss life issues
- Currently a student studying counseling.
- Hosts Cutz and Conversation at her barbershop, creating a supportive space for Black men to share and connect with peers and a Licensed Therapist.
- Champions mental health, community connection, and emotional support in Delray Beach.
- Deserving of recognition for her dedication to healing, empower safe spaces.





SBDC 2021 Hair Therapy\_with link to....docx

By signing and submitting this form, the applicant affirms that the information provided as part of the application package including all required documentation is true and accurate to the best of their knowledge.

Agree



Delray Beach CRA  
West Settlers Building

Tenant Application Form  
135 NW 5th Avenue

The Delray Beach Community Redevelopment Agency (CRA) intends to lease one (1) affordable commercial rental space at the property located at 135 NW 5th Avenue to a qualified individual or entity for commercial use with a mix of daytime, nighttime, and/or weekend operating hours.

The CRA is committed to curating a diverse and interesting mix of business offerings. Commercial uses shall be retail/specialty shop, professional offices, financial services including banks and/or artist retail gallery/workspace as permitted within the Central Business District (CBD) zoning district, more particularly described in the City of Delray Beach’s Land Development Regulations. Non-profit organizations shall be excluded and will not be considered.

The Delray Beach CRA invites all interested parties to submit their proposals for consideration as tenants of this prime location on the historic NW 5th Avenue commercial corridor in the West Settlers Historic District in Delray Beach.

The Delray Beach CRA reserves the sole and absolute right to select tenants that best serve the interests of the CRA District.

Length of time at current location                      9 Years

2    1    1  
# Full-Time Employees   # of Part-Time Employees   # Contracted Employees

Operating Hours at Current Location  
Monday -Saturday : 8:00AM-10:00 PM  
Sunday 12-10PM

2    1    6  
# Full-Time Employees   # of Part-Time Employees   # Contracted Employees

If approved, will you require time to build out the space to begin operations?                      

No

If yes, how long do you anticipate will be needed for build out?                      n/a

Item F. Evidence of financial ability/capital to operate (may include approved loan, cash balance, line of credit, etc.)

Revenue	Non profit	SALARY	Cash on hand at 12/31	2024	2025	2026	2027
Projected Cash Flow							
Net Cash from Operations	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Net Profit	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Sales Tax Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Cash from Investing							
Net Cash from Financing							
Noncurrent Assets							
Cash at Beginning of Period	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Net Change in Cash	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Cash at End of Period	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

CERTIFICATION & SIGNATURE

Signature

A handwritten signature in black ink, appearing to read 'Lashon F. Harris', with a stylized, cursive script.

Print Name & Title

Lashon F. Harris, President