



Cover Memorandum/Staff Report

File #: 26-0089 CRA

Agenda Date: 5/26/2026

Item #: 7D.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: May 26, 2026

APPROVAL OF SITE DEVELOPMENT FUNDING ASSISTANCE AGREEMENT WITH SUN UP SKIN, LLC (98 NW 5TH AVENUE, SUITE 104) IN AN AMOUNT NOT TO EXCEED \$71,097.51, SUBJECT TO THE APPROVAL OF THE BUILDING PERMIT FOR SAID PROJECT.

Recommended Action:

Approve a Site Development Funding Assistance Agreement with Sun Up Skin for the proposed improvement project located at the Edmonds Baine Building, 98 NW 5th Avenue, Suite 104, in an amount not to exceed \$71,097.51, subject to the approval of the building permit for said project.

Background:

On April 24, 2023, the CRA Board approved the Notice of Intent to Lease for available first floor tenant bays at the Edmonds Baine Building located at 98 NW 5th Avenue ("Notice of Intent") and a Manual for Notice of Intent to Lease for Tenants at 98 NW 5th Avenue. Each bay is approximately 600 square feet, including one (1) bathroom and a janitorial closet and will be leased at an affordable rate of approximately \$18-23 per square foot, depending on the bay.

On May 5, 2025, CRA Staff issued the Notice of Intent for applicants to apply for two (2) open bays (Suites 103 and 104), with a submission deadline of June 20, 2025. The CRA received five (5) application submissions by the deadline.

Subsequently, the review committee, which was made up of 1 City Staff, 3 CRA Staff, and 1 community partner, met at a duly noticed public meeting and reviewed the applications according to the guidelines contained in the Notice of Intent. The review committee came to a unanimous conclusion to award Suite 104 at the Edmond Baines Building at 98 NW 5th Avenue to Sun Up Skin, LLC.

Sun Up Skin:

Subsequent to the decision of the review committee, Sun Up Skin signed a lease with the Delray Beach Community Redevelopment Agency (CRA) commencing on September 22, 2025. Sun Up Skin is a holistic facial spa and integrative wellness studio rooted in healing, community, and culture. Founded by a licensed esthetician and wellness entrepreneur, their practice blends advanced skin therapy with ancient healing traditions to support whole-body restoration. Sun Up Skin specializes in holistic facials, massage, sound healing, yoga, and community-based wellness offerings.

Sun Up Skin submitted a request for Project Consultancy and Design Funding Assistance and was awarded \$7,000 on September 30, 2025, to assist with the development of design and construction plans necessary to receive a building permit to construct the interior buildout and improvements. The Project Consultancy and Design Funding Assistance Agreement was fulfilled on December 30, 2025.

Now, Sun Up Skin has submitted a request for Site Development Funding Assistance to assist with the construction of the interior buildout and improvements, for an amount not to exceed \$71,097.51.

The Site Development Funding Assistance will assist with the buildout of two treatment rooms, updating the ceiling and lighting, buildout of retail storefront, updating the bathroom, creating a functional employee area, and updating flooring. If approved, it is anticipated that the project will be completed by September 30, 2026. All estimated eligible expenses are listed in the attached Funding Detail Sheet and are in alignment with the Site Development Funding Assistance Program (Funding Program) guidelines.

The tables below show the estimated eligible expenses and the recommended level of funding assistance, and how the funding assistance will be disbursed.

TABLE 1	AMOUNT
Estimated eligible expenses	\$94,796.68
Recommended funding assistance (up to)	\$71,097.51

If approved, funding would be disbursed accordingly:

TABLE 2	AMOUNT
Maximum Progress Payment (75% of award)	\$ 53,323.13
Withheld Payment (25% of award)	\$ 17,774.38
Total Maximum Award	\$ 71,097.51

As stated in the Funding Program guidelines, no more than 75% of the approved award may be disbursed prior to the receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or receipt of all necessary and satisfactory inspection notices. Additionally, the remaining 25% of funding withheld will not be released until CRA staff verifies that there are no active liens or code enforcement violations on the property, and that the improvements have been sufficiently completed to the satisfaction of the terms of the approved award. Funds may be disbursed to the applicant by reimbursement or may be paid directly to contractors/vendors for eligible and pre-approved expenses.

Section 163.340(9), Florida Statutes, provides that “[c]ommunity redevelopment” or “redevelopment” means undertakings, activities, or projects of a county, municipality, or community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slums and blight, or for the reduction or prevention of crime, or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and may include slum clearance and redevelopment in a community redevelopment area or rehabilitation and revitalization of coastal resort and tourist areas that are deteriorating and economically distressed, or rehabilitation or conservation in a community redevelopment area, or any combination or part thereof, in accordance with a community redevelopment plan and may include the preparation of such a plan.

Additionally, section 163.370(2)(c)(5), Florida Statutes, provides that the CRA shall have all the powers necessary or convenient to carry out and effectuate community redevelopment and related activities within the community redevelopment area, which may include carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements in accordance with the community redevelopment plan.

Moreover, the Delray Beach CRA Community Redevelopment Plan (“Redevelopment Plan”), Part Four, Section II(c)(#3.2), p. 95, states that the CRA will allocate funds annually to provide limited financial assistance for privately funded projects through the Site Development Funding Assistance Program which acts as an incentive for site development improvement within the CRA District, including exterior building upgrades and building expansions.

Accordingly, a Site Development Funding Assistance award to Sun Up Skin will help further advance the CRA’s mission by eliminating slum and blight and supporting a commercial improvement project that will result in the activation of a new commercial space in the West Settlers Neighborhood; enhancement of the non-residential tax base of the CRA District; and increase in business and pedestrian activity in a priority area of the CRA District, Subarea #3.

Sun Up Skin has submitted the necessary building permit application and related documents and plans to the City of Delray Beach and is currently awaiting approval. CRA Staff is requesting the CRA Board conditionally approve the Site Development Funding Assistance Agreement between the CRA and Sun Up Skin, LLC, in an amount not to exceed \$71,097.51. The Site Development Funding Assistance Agreement will be executed once the necessary building permit has been approved by the City of Delray Beach Building Department.

Attachments: Exhibit A - Location Map; Exhibit B - Photos of Existing Conditions; Exhibit C - Funding Assistance Detail Sheet; Exhibit D - Application Form; Exhibit E - Business Plan; Exhibit F - Site Development Funding Assistance Program Guidelines; Exhibit G - Site Development Funding Assistance Agreement

CRA Attorney Review:

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

Funding Source/Financial Impact:

Funding has been allocated from CRA Grant Program GL #7313.

Overall need within the Community Redevelopment Area:

Removal of Slum and Blight

- Land Use
- Economic Development
- Affordable Housing
- Downtown Housing
- Infrastructure
- Recreation and Cultural Facilities