



## Cover Memorandum/Staff Report

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**File #:** 23-104 CRA

**Agenda Date:** 4/25/2023

**Item #:** 9C.

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**TO:** CRA Board of Commissioners  
**FROM:** Alexina Jeannite, Community Engagement Director  
**THROUGH:** Renée A. Jadusingh, Esq., Executive Director  
**DATE:** April 24, 2023

### **NOTICE OF INTENT TO LEASE FOR FIVE (5) FIRST FLOOR TENANT BAYS - 98 NW 5<sup>TH</sup> AVENUE**

#### **Recommended Action:**

Provide direction on issuing the Notice of Intent to Lease the five (5) first floor tenant bays at the CRA-owned property at 98 NW 5th Avenue.

#### **Background:**

98 NW 5<sup>th</sup> Avenue is located within the City of Delray Beach's West Settler's Historic District, and the CRA's Community Redevelopment Plan (Plan) identifies the NW/SW 5th Avenue corridor within the NW & SW 5th Avenue Beautification Project #2.1 (Project #2.1). The objective of Project #2.1 is to revitalize the NW & SW 5th Avenue corridor into a thriving district for neighborhood businesses and cultural activities with the strategic provision of diverse neighborhood shopping, services, and cultural facilities that will serve to enhance overall business activity and pedestrian activity in the area. The construction of affordable commercial, retail, and professional office space in the Northwest Neighborhood at 98 NW 5<sup>th</sup> Avenue is one way the Delray Beach CRA is by ensuring that this objective is realized.

As the project is nearing completion, CRA Staff is ready to initiate the process to fill the five bays located on the first floor of the property. 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 \$20 per square foot. The intent of the CRA is to publish the Notice of Intent to Lease the five first floor tenant bays on Monday, May 1, 2023, and have the Submission Due Date be Thursday, June 15, 2023. Applications will be accessible online. Successful applicants can also request funding through the CRA's Business Funding Assistance Programs for signage and/or to retrofit the interior space to meet their business needs (not including any sort of demolition).

Please note that a Policies and Procedures Manual is included as an exhibit. The Manual is a living document and policies are subject to change as the needs, laws and or policies change by the City of Delray Beach, Delray Beach CRA. Staff will continue to work with the Delray Beach CRA's legal counsel to review and update all policies/procedures in the manual in order to adhere to all laws, standards and levels of liability necessary to operate the Notice of Intent to Lease fairly and safely. As the Manual is a working document that generally contains administrative procedures and processes, the intent is for the Board to accept the Policies and Procedures Manual, which may be modified from time to time, as determined by the Executive Director of the Delray Beach CRA.

At this time, CRA Staff is requesting the CRA Board provide direction as it relates to any specifications to be included within the Notice of Intent to Lease for the five first floor tenant bays at 98 NW 5th Avenue. If the Board finds that the outline presented is acceptable, CRA Staff is requesting that the Board approve issuing the Notice of Intent to Lease the five (5) first floor tenant bays at 98 NW 5th Avenue, in substantially the

attached form.

Attachment(s): Exhibit A - Location Map; Exhibit B - Photos; Exhibit C - Copy of Tenant Outreach Application Form; Exhibit D - Manual for Notice of Intent to Lease for Tenants at 98 NW 5<sup>th</sup> Avenue; Exhibit E - Scoring Sheet; Exhibit F - CRA Community Redevelopment Plan Project #2.1: NW & SW 5th Avenue Beautification; Exhibit G - Sample Lease Agreement

**CRA Attorney Review:**

N/A

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

N/A

**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