



Cover Memorandum/Staff Report

File #: 24-026 CRA

Agenda Date: 5/30/2024

Item #: 7F.

TO: CRA Board of Commissioners
FROM: Ashlyn Darden, Legal Advisor
THROUGH: Renée A. Jadusingh, Executive Director
DATE: May 30, 2024

PROJECT CONSULTANCY & DESIGN SERVICES FUNDING ASSISTANCE APPLICATION - TOUCH OF POSH SALON LLC (98 NW 5TH AVENUE) IN AN AMOUNT NOT TO EXCEED \$4,150

Recommended Action:

Approve a Project Consultancy & Design Services Funding Assistance Agreement (Level 2 Design Services) with Touch of Posh Salon, LLC for the proposed improvement project located within the building located at 98 NW 5th Avenue, for an amount not to exceed \$4,150.

Background:

On April 24, 2023, the CRA Board approved the Notice of Intent to Lease the five (5) first floor tenant bays at 98 NW 5th Ave ("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.

After the Board meeting, on May 1, 2023, CRA staff issued the Notice of Intent for applicants to apply for the open bays, with a submission deadline of July 10, 2023. The applications were reviewed by the review committee which was made up of 1 City staff, 3 CRA staff and 1 community partner.

The CRA received fifteen (15) submissions by the application deadline. Subsequently, the review committee held 3 committee meetings where they reviewed all completed proposals per the guidelines contained in the Notice of Intent. The committee recommended three (3) of the fifteen (15) applicants proceed to negotiations for lease agreements: *Touch of Posh, LLC*; *Rabbit Hole, LLC*; and *The Atlantic Current, LLC*.

CRA Staff provided an update on the tenant selection process at the January 23, 2024 Board meeting.

Touch of Posh Salon, LLC:

Touch of Posh Salon, LLC, owned by Ms. Lucinda Charles (Owner), is requesting funding assistance under the Project Consultancy & Design Services Program for an improvement project located within the building located at 98 NW 5th Avenue (Building) for an amount not to exceed \$4,150; the Building is owned by the CRA within CRA sub-area #3.

The Owners are leasing a suite within the Building to provide a hair salon to the general public. Funding assistance is requested to design interior space that maximizes the available square footage of the suite, allowing the most efficient and flexible layout for a variety of functions necessary to turn the space into a space able to be used as a salon. If awarded, the completed designs and plans produced under the Project Consultancy & Design Services Program will be used so that the Owner can apply for the Site Development Assistance Funding Program to help with the actual construction and improvement costs.

A funding assistance award to Touch of Posh Salon LLC 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 Touch of Posh Salon, LLC, in an amount not to exceed \$4,150.

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:

N/A

Funding Source/Financial Impact:

\$4,150.00 to be allocated from - Grant Programs - Project Consultancy & Design Services

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