

**Pompano Beach Community  
Redevelopment Agency**

**NORTHWEST**



**MINOR COMMERCIAL  
EXTERIOR IMPROVEMENT  
PROGRAM**

# MINOR COMMERCIAL EXTERIOR IMPROVEMENT PROGRAM POLICIES AND PROCEDURES

## **I. Background & Purpose**

Pursuant to the Northwest CRA Plan Section 1.1 “Community Redevelopment Area Planning” one of the objectives to remove slum and blight is to improve building conditions and appearance. Section 3.10 “Retail, Commercial and Industrial Incentive Programs” authorizes the CRA Board to approve and amend the incentive programs from time to time depending upon economic conditions.

The *Minor Commercial Exterior Improvement Program* encourages business owners and/or property owners located within the following target areas in the Northwest Community Redevelopment Agency (NWCRA) District to enhance their existing business sites through minor exterior cosmetic improvements:

- Martin Luther King Business District target area, defined as on Dr. Martin Luther King Jr. Blvd. between Powerline Road and Dixie Highway,
- Old Town Commercial District defined as the area between South Dixie Highway and NE 1st Avenue and Atlantic Boulevard and NE 3rd Avenue
- Dixie Highway between SW 2<sup>nd</sup> Street to Copans Road including the area from Dixie Highway on SW 2<sup>nd</sup> Street to Cypress Road.

The program is open beginning **October 1** and will continue with each Fiscal Year Budget approval of the Incentive Programs or until funding is depleted. The program is open to property owners and business owners of existing commercial, retail and restaurant enterprises.

## **II. General Provisions**

The funding assistance provided under the *Minor Commercial Exterior Improvement Program* is solely on a reimbursement basis. The Community Redevelopment Agency (CRA) has the exclusive authority to approve or deny Program applications based on its determination as to the benefits to the NWCRA produced by requested projects. The CRA may impose any conditions of approval it deems suitable to protect the interests of the agency, including a duly executed contract.

Applicants awarded funds under this program agree to complete the project for which assistance was provided according to the scope of work documents submitted in the application. All work must be performed in a first-class workmanlike manner in compliance with ordinances and regulations of the City of Pompano Beach, and must meet all building and other applicable codes.

Eligible improvements include the following minor cosmetic improvements: painting, lighting, awnings, landscaping and signage.

The *Minor Commercial Exterior Improvement Program* is approved by Agency staff. This process allows for quick turn-around of applications and subsequently quick improvements within the specified target areas. Applicants must select at least two (2) of the five (5) improvements to implement. Applicants are encouraged to create and implement plans that include all of the eligible improvements.

Because of limited funding, staff from the CRA will evaluate the submissions and select those that beautify the neighborhood, will be a catalyst for other businesses, and complement area improvements.

Applicants are encouraged to meet with CRA staff to discuss their project qualifications and eligibility for reimbursement under the Program before applying. Please be advised that office space, residential and non-profit organizations are not eligible for incentive programs.

#### **IV. Funding Guidelines**

The CRA will provide approved applicants 100% funding up to a maximum amount of \$5,000.00 for qualifying project costs.

#### **V. Application Checklist**

Every application package must include the following items before it will be processed and considered for approval:

- ✓ Signed and completed application form
- ✓ One quote/bid from a licensed contractor
- ✓ Photograph of existing conditions
- ✓ Renderings, product photos and/or samples of proposed improvements
- ✓ Proof that property is free and clear of all municipal and county liens, judgments or government encumbrances
- ✓ Copy of business tax certificate

**The Minor Commercial Exterior Improvement Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Financing and Implementation Plan or Community Redevelopment Plan.**

**PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL**

- Properties listed for sale may not apply.
- Properties sold within twenty-four months (2 years) of receiving funding must repay the full amount.
- Applicant shall obtain a building permit (if applicable) within six (6) months of approval and commence construction within twelve (12) months. Construction must be completed within twenty-four (24) months of approval.
- Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the CRA Financing and Implementation Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of this agreement.
- The applicant is responsible for ensuring that all improvements are in compliance with City of Pompano Beach Code of Ordinances and completing the full scope of the proposed project including hiring contractors and obtaining permits, where necessary.
- Grant payments are on a reimbursable basis for pre-approved expenses only at the completion of the project.
- To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt). Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Property Owner Signature (if different)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**MINOR COMMERCIAL EXTERIOR IMPROVEMENT PROGRAM APPLICATION**

**Date of Application** \_\_\_\_\_

**1. Address of project requesting incentive:**

**2. Name of Applicant:**

**Address of Applicant:**

**Phone:**

**Fax:**

**Email:**

**3. Does the applicant own property?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If “No” box is checked, describe applicant’s relationship to, or interest in the property receiving the improvement (indicate length of lease).**

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**Indicate the legal owner of the property (i.e. name on property title)**

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**4. Project Description:**

**5. Total Project Cost** \_\_\_\_\_ **Total Funding Request** \_\_\_\_\_

**Authorized Representative**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Property Owner Signature  
(If different) Signature authorizes  
participation in the program by applicant.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

**Please Note**

Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board if development plans for said property meet the goals and objectives as set forth in the CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of the agreement.