



**VILLAGE OF PINEHURST  
STANDARD POLICY/PROCEDURE**

<b>SUBJECT:</b> <b>Commercial Appearance Grant Policy</b>		Effective Date: 5/24/11 Revised: 8/29/17
<b>Department:</b>	Administration	Policy No.: ADM – 103.2
<b>Prepared by:</b>	Lauren Craig, Village Clerk Jeff Batton, Assistant Village Mgr.	# of Pages: 3

**I. Establishment of Commercial Appearance Grant**

The Village of Pinehurst Financial Services Department shall determine an appropriate line item in the annual budget for the grant funds. The Village Manager shall annually consider proposing funds for this line item in the annual budget subject to fund availability and Council approval.

**II. Purpose**

The Village of Pinehurst Commercial Appearance Grant Program is intended to help businesses and property owners in commercial areas in the Village of Pinehurst to improve the exterior appearance of their property, thereby increasing the attractiveness of the area to new customers and contributing a positive influence toward the upkeep and revitalization of their respective areas.

The program's goals include:

- To promote exterior upgrades of all commercial properties in the Village of Pinehurst.
- To preserve, enhance, or create special characteristics of these areas by helping owners make quality building and site improvements that foster a sense of place and overall consistent image for an area and the Village of Pinehurst.
- To compliment other revitalization efforts, such as streetscape, sidewalk and landscaping improvements.
- To promote an attractive environment for new investment and business activity.
- To improve the overall appearance of the Village and its gateways.

The purpose of this policy is to provide the grant selection committee guidance in expending and disseminating funds for the Commercial Appearance Grant.

### III. Fund Guidelines

Grant funds from this line item may be expended by the recipient for exterior improvements to a commercial property upon approval and award from the selection committee. Such improvements may include, but are not limited to, façade upgrades, landscape improvements, drainage improvements, parking improvements, signage improvements, and design fees. Applications are due by October 1 in order to receive priority consideration. All applications received after the deadline will be considered based on merit and funding availability.

Non-residential property owners or business tenants may apply. Tenant applications must have the property owner's written approval. All applications must be submitted and approved prior to the beginning of construction in order to receive grant funding. Grant awards of 50% of the project up to \$10,000 are available. Review and approval of the proposed improvement projects are based upon project design and appropriateness, as well as compatibility with existing or planned community and streetscape plans for the area in which the project is located. Permit fees may be waived as part of the award.

Non-residential property owners or business tenants interested in applying for funds should submit a written request to the Assistant Village Manager of Operations. The request should include the following information:

- 1) Complete grant application;
- 2) A budget for the project; and
- 3) A sketch plan of the improvement.

The evaluation and approval of a grant request will be made by the selection committee. Once approved by the selection committee, the project would need to go through the appropriate process in the Planning and Inspections Department and it must comply with all applicable Federal, State and Local codes, ordinances and policies, including but not limited to building code requirements, local ordinances (including historic district guidelines, where applicable) and establish design standards for the designated area.

Once the complete project has been approved, funds will be dispersed by Financial Services upon presentation of an approved check request form from the Assistant Village Manager of Operations or his designee. Upon the completion of the project, the grant recipient must return a Post Project Expense Reconciliation form to the Assistant Village Manager of Operations.

The Village and selection committee reserve the right to reject any and all requests for any reason and approval is always subject to fund availability. The Village and the selection committee also reserves the right to recall the grant in the event the funds are not expended in a manner consistent with the grant request.

**IV. Policy Considerations**

This policy shall be reviewed on an annual basis in January. Any changes must be approved by the Village Manager.

Approved by:

  
\_\_\_\_\_  
Jeff Sanborn, Village Manager

9/1/17  
\_\_\_\_\_  
Date

May 24, 2011  
\_\_\_\_\_  
Date Approved by Village Council



**Application for  
Commercial Appearance Grant**  
(revised 8/18/17)

**APPLICANT:**

Business Name: \_\_\_\_\_

Applicant's First and Last Name: \_\_\_\_\_

Relation to the property (please circle):                      Property Owner                      Tenant

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Use of the property: \_\_\_\_\_

**PLAN FOR IMPROVEMENTS:**

General description of improvements, including types of materials and colors (attach photos, sketch plans, or architectural drawings):

Specific grant fund request: \_\_\_\_\_

Estimated total cost of improvement (attach complete budget): \_\_\_\_\_

Contractor on the project: \_\_\_\_\_

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

Date: \_\_\_\_\_

<b>For Internal Use:</b>
<input type="checkbox"/> Received by AVM
<input type="checkbox"/> Sent to PAC
<input type="checkbox"/> Sent to P&I
<input type="checkbox"/> Project Approved by P&I
<input type="checkbox"/> Grant Awarded
<input type="checkbox"/> Post Project Expense Reconciliation received