



Property Improvement Program (PIP) Guidelines and Application

Revised: November 7, 2018

Please return completed application with necessary attachments and signature to:

City of Boyd – Municipal Development District
P.O. Box 216
100 E. Rock Island
Boyd, TX 76023

If you have any application questions, please contact the Municipal Development District at 940-433-5166



Property Improvement Program Guidelines and Application

A. INTRODUCTION

The City of Boyd has established the Property Improvement Program (PIP), which will provide technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting or commercial building facades/grounds. The PIP is designed to impact properties in need of revitalization, resulting in the improved exterior, visibility and presentation of a business. The PIP is not designed to subsidize corrections to building code violations that prolong the life of a commercial property.

PIP will provide a fifty percent (50%) matching grant of up to \$10,000 for the funding of well-designed improvements which will coordinate all the important features of the storefront into a more attractive image while creating, if necessary, an accessible entrance for the public. This may include the restoration of architectural details, better windows and doors, and well-proportioned signage and lighting and parking lots. City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applicants. Applicants, however, will be responsible for hiring licensed architects and contractors to refine this conceptual design depending on the scope of work.

B. DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: the Property owner or business occupant signing the Application for a Property Improvement Grant.

Construction Costs: the cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

DRC: the City's Development Review Committee.

Eligible Enhancements: the improvements identified as eligible in Section C herein.

Façade: the portion of the building parallel to the primary right-of-way as determined by City.

MDD: the Municipal Development District (City of Boyd boundaries)

Notice to Proceed: a written notice from City Staff authorizing the Applicant to begin construction as approved by the City.

Property: the physical lot and/or building to which improvements are being made.

Staff: the Executive Director or their designee(s).

C. ELIGIBILITY CRITERIA

The following criteria must be met for participation in PIP:

1. Applicants must be commercial property owners or commercial tenants located in the City of Boyd;
2. Tenants must have written approval from property owners to participate in program;
3. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement;
4. Applicants must be up to date on all municipal taxes prior to participation in the program;
5. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Understanding that the overall objective of the PIP is to improve the exterior, visibility and presentation of a property; the City has the discretion to decline an application while suggesting enhancements that would enable future acceptance.
8. Ineligible businesses: non-profits, government offices, residences, home businesses, and sexually-oriented businesses.

D. DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as meet City standards with regards to latest construction and design trends. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

1. Eligible Property Improvements:
 - a. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
 - b. Window replacement and window framing visible from the street which

- is appropriately scaled to the building;
- c. Visually appealing and appropriate City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
- d. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
- e. Awnings or canopies which can be both functional and visually appealing;
- f. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features where appropriate;
- g. Cleaning, repainting or residing of building;
- h. Resurfacing of parking lots visible from street; (asphalt / concrete only)
- i. New storefront construction, appropriately scaled within an existing building;
- j. Removal of architectural barriers to public accessibility.
- k. Replacement or repair of the portions of the roof that are visible from an adjacent public street.
- l. Replacement or repair of existing gutters and/or downspouts.
- m. Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

2. Ineligible Improvements/Expenses:

- a. exterior improvements located on the sides or rear of buildings;
- b. interior improvements;
- c. outdoor dining/seating;
- d. playground or recreational equipment;
- e. structural changes;
- f. burglar bars;
- g. security/alarm system;
- h. "Sweat equity";
- i. new commercial construction;
- j. benches/porch swings;
- k. umbrellas;
- l. gazebos;
- m. trellises;
- n. window boxes;
- o. permitting fees;
- p. architectural, survey or other professional fees;
- q. asbestos testing, removal, abatement, or remediation; or
- r. improvements for which insurance monies are received
- s. outline lighting.

3. Prior Improvements

Any permits, alterations, or improvements pertaining or relating to the PIP application made prior to receiving a "Notice to Proceed" are not eligible for reimbursement.

4. Alterations

Applicant must agree not to change or alter the improved façade without prior written approval from the City for three (3) years from the date of grant payment.

E. PROGRAM ASSISTANCE

1. Financial Assistance

Funding offered is a matching grant in which the PIP reimburses Applicant fifty percent (50%) of total project costs, up to a \$10,000 maximum match for approved property improvements. Architectural design fees may not be included in the total cost of eligible improvements.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks, but may not be "in-kind." The PIP will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between the City and Applicant.

2. Application and Information

If you wish to participate in the PIP, please contact the Boyd Municipal Development District, (940) 433-5166 office or e-mail twitherspoon@cityofboyd.com

F. PROCEDURES

All prospective applicants must follow the procedures in the order outlined below.

1. Applicant meets with Executive Director for initial project discussions and files an application.
2. Applicant meets with Staff to discuss building program and design alternatives.
3. Applicant's architect prepares final design drawings and submits them to Staff for review and approval.
4. Proposed project will be presented to the Municipal Development District for review followed by review by the Executive Director. The proposed project will then be presented to the Boyd City Council for final review/approval.

5. Staff sends applicant a “Notice to Proceed” and fully executed Property Improvement Program Agreement. Any work completed prior to receiving the “Notice to Proceed” will not be reimbursed.
6. Applicant has sixty (60) days from the date the Notice to Proceed is sent to begin implementation of approved improvements. Applicant must provide Staff with copies of all building permits and certifications received from improvement project.
7. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by Staff.
8. Applicant notifies Staff once project is completed.
9. Staff certifies the improvements comply with the final drawings and specifications.
10. Applicant must submit copies of all paid invoices to the Municipal Development District Executive Director, who then submits request for reimbursement check.
11. If the application is denied, the Applicant will not be allowed to reapply to the Program for 120 days from the original application date.

The City reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

G. TERMINATION

The Boyd Municipal Development District has the right to terminate any agreement under the PIP if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed Property Improvement Program Agreement with the City of Boyd and the receipt of a Notice to Proceed.

City of Boyd

Façade and Signage Improvement Program Application

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Applicant Name	Date
Business Name	
Mailing Address	
Contact Phone	
Email Address	
Building Owner (if different than applicant)	
Historical/Current Building Name	
Project Site/Address	

Type of Work: (check all that apply)

Façade Landscaping Signage Awnings

Parking & Driveways Pedestrian Amenities

Details of Planned Improvements relating Grant Request (attach additional information if necessary)

How will this project benefit the community?

Project Expenditures	Estimated Costs	Grant Requested
Façade / Building Rehab		
Signage / Lighting		
Landscaping		
Parking / Driveways		
Awnings		
Pedestrian Amenities		
Total		

TOTAL COST OF PROPOSED PROJECT \$ _____

TOTAL GRANT REQUEST
(May not exceed 50% of TOTAL COST up to \$10,000) \$ _____

Attach with final design drawings and photographs of building's exterior façade.

Applicant Signature

Date

Property Owner Signature

Date