



# STOREFRONT IMPROVEMENT PROGRAM

City of Twentynine Palms  
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The Twentynine Palms Redevelopment Agency (RDA) will accept applications for requests for matching funds to be used for upgrading storefronts within the Redevelopment Project Area. Property owners/tenants may be eligible for up to \$7,500 per business per location, with the RDA contributing up to 50% of improvements up to \$15,000.

This packet provides information on how to apply for this assistance. Please review the information carefully and provide as much information as possible; the more thorough and complete the application, the better we will be able to help you achieve your goals. Should you have any questions, please contact the Community Development Department.

## **Project Goals**

The Program is designed to upgrade the appearance of commercial properties within the Redevelopment Project Area, stimulate building improvements, assist business owners in complying with the City's Sign Ordinance, and enhance the Twentynine Palms business district.

## **Eligibility**

Owners or business tenants of any active, ongoing business in a commercially zoned district located within the Redevelopment Project Area, are eligible. Eligible improvements include storefront reconstruction and exterior building resurfacing or improvement. Building permits, landscaping, and commercial signs may also be included if they are part of a storefront upgrade (funding for *only* signs and/or landscaping cannot be approved).

Although the maximum Agency assistance for a storefront improvement is \$7,500, applicants are not prohibited from submitting a project exceeding \$15,000.

## **Review Criteria**

In deciding which projects are approved, equal emphasis will be placed on use of a Desert Southwest theme, the proposed project's compatibility with neighboring buildings, and the overall positive visual impact that will be created. Only commercial signs that comply with the City's Sign Code are eligible for funding under this Program.

## **Pre-Application Meeting with Staff**

To determine if your proposal meets the minimum requirements, a pre-application meeting with staff is required. The meeting will be helpful in determining other related issues such as permit requirements, setbacks, height limitations, parking requirements, and sign regulations.

## **Submitting Your Application**

Applications for funding may be submitted at any time. Please provide the following with your request:

1. A completed and signed application form (page 4 of this document).
2. A site plan, drawn to scale, depicting all structures, indicating which will be improved. The site plan must include all adjacent rights-of-way.

3. Building elevations depicting the proposed design of all sides of the structure(s) for which improvements are proposed.
4. Samples or descriptions of colors to be used.
5. Landscape plans, if landscaping is proposed. Include type, size, and location of proposed plants, and dimensions of planting areas.
6. Size, color, location and sketch of proposed signs.
7. Approved Sign Permit application, indicating that proposed signs comply with the City's Sign Code.
8. Estimated cost of Building Permit, provided by the City's Building Official, if the cost of the Building Permit is included in the funding request.

### **Application Review and Approval**

Staff will submit qualified applications to the Redevelopment Agency Board for review. The Agency will determine, based on the criteria above, if your project is eligible for funding. If funding for your project is approved, you will receive a letter indicating the approved level of assistance.

Minor changes to proposed projects may be approved by staff; all other changes require review and approval by the Redevelopment Agency Board.

### **Prevailing Wages**

For all construction activities funded through the Storefront Improvement Program, the recipient shall be required to, and shall be required to cause all of contractors and subcontractors to, pay prevailing wages in compliance with California Health and Safety Code Sections 33423 through 33426 and California Labor Code Section 1770 *et seq.*, and shall be responsible for keeping of all records required pursuant to Labor Code Section 1770 *et seq.*, including but not limited to Labor Code Section 1776, and for complying with the maximum hours requirements of Labor Code Sections 1810 through 1815, and for complying with all regulations and statutory requirements pertaining thereto. For additional information, see section 9 of the Promissory Note which is required to be signed and approved prior to release of funding.

### **Disbursement of Funding**

Redevelopment funding will not be disbursed until the project has been completed, and the City's Building Official has signed off on the Final Inspection. Funding will only be disbursed for those improvements pre-approved by the Agency Board. After staff has verified that the project has been completed as proposed, funding for the approved amount, or half the total project costs, whichever is less, can be processed for payment. Per State redevelopment law, funding is issued to the owner of the property.

### **Promissory Note**

At the time of disbursement, the recipient will be required to sign a promissory note in the amount of the disbursement. The promissory note will be interest free and the principal amount will be discharged and forgiven after two years of continuous operation of a business at the improved site. Specific terms are set forth in the promissory note; a copy is included in this packet. For purposes of this section, "continuous operation" shall mean the operation of any active business for a minimum of 48 weeks in any calendar year.

### **Time Extension**

Unless an extension for completion of approved projects is applied for and approved by the Executive Director of the Redevelopment Agency, construction must be completed within 120 days from approval of funding.

### **Disqualification**

Any approved project that is not constructed as proposed, shall be disqualified for financial assistance. No financial assistance disbursement requests will be authorized if submitted by the business owner/tenant after six months of the date of initial project approval (unless extended as set forth above).

# TWENTYNINE PALMS REDEVELOPMENT AGENCY STOREFRONT IMPROVEMENT PROGRAM APPLICATION

Applicant(s) \_\_\_\_\_

Daytime Phone(s) (\_\_\_\_) \_\_\_\_\_ Fax: : (\_\_\_\_) \_\_\_\_\_

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

Corporation  Partnership  Sole Proprietorship  Other  Specify: \_\_\_\_\_

Business Address \_\_\_\_\_ APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Property Owner(s) \_\_\_\_\_

Proposed Improvement/Project Description (attach additional sheets if necessary) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This project will be constructed by:  Owner-Builder  Contractor  Other \_\_\_\_\_

Name(s) of person(s) or firm performing work \_\_\_\_\_

Contractor (if applicable) \_\_\_\_\_ # \_\_\_\_\_

**Estimated Cost: \$** \_\_\_\_\_

I/we, as applicant(s), understand that submission of this application does not obligate the Twentynine Palms Redevelopment Agency to provide funding of any kind for the project. If approved, I/we agree to comply with all requirements of the Storefront Improvement Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is not the property owner, the property owner must either sign below or provide written authorization for the applicant to act on his/her behalf.

Owner (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_