

The Town of Pollocksville Property Enhancement Loan Program

UPDATE February 2021

The Town of Pollocksville is pleased to provide the following revisions and clarifications to the previously announced Property Enhancement Loan Programs established in July 2020.

The Town has available funds for property owners or business tenants in a commercial building wishing to make external improvements to the façade, or front-facing exterior wall of their property. Eligible properties are located immediately adjacent to Main Street in the Town of Pollocksville.

Using funds provided through a grant from the NC General Assembly, and administered by the NC Department of Commerce, the program is designed to provide an economic incentive by encouraging improvement in the appearance, restoration, or renovation of structures on private property. The Town hopes that this will provide additional money as we seek to recover after Hurricane Florence and return our “downtown” to the thriving economic center it was in the past. With the revamped program, the Town intends to remove barriers and encourage participation in the program so grant funds can be expended prior to December 31, 2021.

Enclosed please find the details of the program, the application form, and various other materials. The primary features of the program are as follows:

- Limited to commercial buildings – no residential properties are eligible
- Limited to façade renovations, signage, and landscaping
- This is a dollar-for-dollar match up to \$6,500.00; meaning that the Town will match every dollar you put into the renovation and your \$13,000.00 renovation would now only cost you \$6,500.00;
- This is designed as a forgivable loan and will require all applicants to maintain the improvements for a period of no less than 5 years; after 5 years the loan is considered “forgiven”

An information session and application help desk will be established to assist in the disbursement of these funds. Please call 252-224-9831 (Pollocksville Town Hall) for additional information.

Town of Pollockville
Property Enhancement Loans

Purpose -- The Town of Pollockville's Property Enhancement Loans for Façade Improvements is an incentive-based measure. It is designed to provide an economic incentive for owners and tenants of commercial property along and adjacent to Main Street by encouraging improvement in the appearance, restoration, or renovation of structures. Eligible improvements include Façades, Signage, and Landscape.

Eligible Improvements

Façade – defined as the exterior faces of the walls of a structure regardless of the number of stories. Each storefront of a building can be considered a façade. Priority is given to façades facing Main Street, although façades facing a side street shall also be eligible.

Examples of exterior improvements include:

- Removal of false fronts (such as aluminum panels)
- Removal of extraneous wiring, hardware, and signage
- Repair or replacement of windows, doors, and cornices
- Repair or replacement of façade materials
- New signage
- New awnings
- Exterior lighting
- Exterior painting
- Roofing Repairs
- Design and construction costs
- Elevating exterior mechanical equipment above the 100-year Base Flood Elevation (BFE) + 4-feet of Freeboard

Signage—includes both exterior signs and vinyl window decals affixed to the building.

Landscape—includes foundation and container plantings, private walkways, paving, public art, and outdoor seating.

Eligibility

Any property owner or business tenant in a commercial building along or immediately adjacent to Main Street in Town of Pollockville is eligible to apply. Government facilities and private dwellings are excluded from consideration. If the business tenant is the applicant, the property owner must provide written consent with his/her signature giving explicit permission for the property enhancement to be completed. The property owner should also attach any provisions for other renovations undertaken. The property owner must sign a Maintenance Agreement associated with the program requiring the maintenance of the improvements for a period of no less than five years. The Maintenance Agreement will require the repayment of the loan by the property owner should the owner or tenant remove or alter the improvements or should the property be sold within the five-year period.

Criteria

- All loan application proposals must meet zoning and code requirements of the Town of Pollocksville and Jones County.
- Only exterior facade renovations are eligible for consideration. The cost of limited interior alterations such as display window changes may be included only if they are necessary as part of the façade design.
- Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of improving the appearance of Main Street and the encouragement of economic development and redevelopment.
- A property does not have to be occupied at the time a property enhancement loan application is submitted.

Funding

- Property Enhancement Loans may include any combination of the eligible items outlined above for a total of \$6,500.00 or half (1/2) the cost of the project, whichever is less.
- Property enhancement loans will provide a 1 :1 match for approved projects.
- Loan amounts are limited to \$6,500.00 and will not exceed the amount of the estimate submitted with the loan application.
- Loans are paid only when the approved project is completed in accordance with the plans and specifications submitted with the proposal.
- The final loan amount is based on the documentation of actual costs.
- A project that alters submitted plans without prior approval will be disqualified for payment. Designs not completed as submitted will also be disqualified.
- The Maintenance Agreement will include language requiring the conditions of repayment over five years from the date of the project completion.

Approval and Post-Approval

- For properties designated as historic structures, the project should follow the ***Secretary of Interior Standards for Rehabilitation*** of commercial buildings.
- All design proposals must meet the building code requirements for Jones County.
- An applicant may apply for multiple properties however any property receiving funding will not be considered for funding for the same or similar project for a minimum of five years.
- All applicants must obtain a cost estimate of labor and materials and provide a copy with the application.
- Applications including their design concepts will be reviewed by the Mayor of Pollocksville and the Chair of Trent Bridge Downtown Development, Inc., against stated program goals and other adopted policy guidance. The Mayor and Chair will make a recommendation regarding a successful application to the Board of Commissioners of the Town of Pollocksville.
- After approval applicants have up to 90 days to start their projects. Project should be completed by December 31, 2021.
- If the applicant needs more time to start or complete their project, a written statement with a reasonable explanation for the extension must be submitted and approved.
- The applicant will receive reimbursement once the project is completed, deemed consistent with the submitted project proposal, and approved by the County building inspector, if applicable.
- Disbursement of the loan is contingent upon proof provided of the expenditures and payment thereof.

Town of Pollocksville

Property Enhancement Loan Application

Eligibility Criteria				
Is the property located adjacent to Main Street?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is the property used for commercial purposes?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will the funds be used for eligible external improvements as described in the application packet?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will the funds be used to create improvements that make highly visible and significant design contributions to the appearance of Main Street and/or the encouragement of economic development?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

If you answered 'No' to any of the questions above you are not eligible for this program.

If you answered 'Yes' to all of the questions above please tell us more about your project below.

Checklist for Completed Application (Please Initial)

- _____ I have read and understand the Property Enhancement Loan documentation and requirements set forth in the Maintenance Agreement
- _____ I have submitted a letter with the building owner's permission and signature, if applicable.
- _____ I have submitted drawings sketches and or photos including the color scheme
- _____ I have submitted a photo of the building in its current condition.
- _____ I have submitted an estimate for the proposed project.
- _____ I agree to hold the Town of Pollocksville harmless of any defects in workmanship, liability or damages, or other costs associated with this project.
- _____ I certify that the information given is true and accurate to the best of my knowledge. Furthermore I give permission for the use of the business name and photographs to be taken by the Town of Pollocksville for Trent Bridge downtown development Inc for media purposes and will permit the use of promotional signs on property during the construction phase.

Contact Information	
Property Owner Name:	
Business Owner Name:	
Applicant Name:	
Applicant Address:	
Applicant Phone:	
Applicant Email Address:	

Property Information

Property Location/ Street Address:	
Business Owner Name:	
Business Name:	
Current Use of Building:	
Proposed Use of Building	

Project Description

Describe the proposed enhancements. Please add additional pages as needed.
 Attach architectural sketches, drawings, or photos specifically identifying the changes, including paint colors, and a photo of the building or property in its current condition.

Total Estimated Project Cost:	
Contractor Name:	
Contractor Address:	
Contractor Phone/Email:	
Planned Start Date:	
Estimated Completion Date:	

Applicant Signature and Date:	
Owner Signature and Date:	

For Office Use Only			
Date Received:		Date Reviewed:	
Date Recommended by TBD:			
Date Reviewed by Town Board:			
Action Taken:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Signature of Mayor:		Date:	