

# **CITY OF OAKLAND PARK**



## **OUTDOOR STORAGE INCENTIVE PROGRAM**

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### **Program Policies and Procedures**

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#### **I. Purpose**

In February 2010, the City Commission adopted Ordinance No. O-2010-008, establishing certain technical and aesthetic guidelines for fencing on residential and new non-residential properties. The Ordinance also required new storage yards be built with vision obscuring masonry walls.

The 2010 Code applied to new businesses and did not address the many older businesses with outside storage that continue to operate as non-conforming uses with older chain link, non-vision obscuring fences. These non-conforming uses are unsightly and are located throughout the City. Additionally, barbed and razor wire fencing is still being utilized by some outdoor storage yards throughout the City.

On September 6, 2017, the City Commission adopted an Ordinance amending Chapter 24, Section 24-79.1, establishing requirements for fencing around outside storage areas in commercial and light industrial areas that were pre-existing throughout the City. These changes require that all storage yards come into compliance by July 3, 2020 regardless of their pre-existing nature.

The City of Oakland Park through the adoption of Resolution 2018-046 created the Outdoor Storage Incentive Program to encourage owners of commercial and industrial properties with outside storage, that continue to operate as non-conforming uses with older chain link, non-vision obscuring fences, come into compliance with the new ordinance.

The purpose of the Outdoor Storage Incentive Program is to encourage early compliance and help defray 20% of the costs of fencing and permitting, up to a maximum award of \$2,500.

#### **II. General Provisions**

The funding assistance provided under the Outdoor Storage Incentive Program is solely on a reimbursement basis. Funds will be available on a “first come, first serve” basis. The City has the exclusive authority to approve or deny program applications upon verification of documentation and fund availability. The City may impose any conditions of approval it deems suitable to protect the interests of the City.

Applicants awarded funds under this program agree to complete installation and to

submit reimbursement request within 90 days of application approval. All work must be performed in a first-class workmanlike manner in compliance with City Code Section 24-79.1, and other applicable codes.

To receive funds from this program, the applicant must comply with the following provisions:

1. Storage areas must be completely fenced in, as viewed from the street, with vision obscuring fencing materials.
2. The fence or wall must be a minimum of 6.5 feet and a maximum of 8 feet.
3. Items that are stored must not exceed the height of the fence unless certain materials or equipment is essential to the operation of the business. For example, a boat repair or sales business may house boats that exceed 8 feet. Construction equipment is allowed where there is an active construction permit.
4. Acceptable fencing material include: masonry walls, chain link fences with either a vinyl coating and vinyl slats, aluminum slats, fiberglass slats; or polyvinyl chloride (PVC) fencing and/or board on board/stockade wood fences. No solid color mesh fencing type materials will be permitted with chain link fences. Barbed or razor wire will not be permitted (except in I-1, Light Industrial). In the 1-1 zoning district, barbed and razor wire may not be visible from any residential properties. Fence materials must be weather resistant and durable.
5. Fencing and enclosed areas must be maintained and kept in good repair at all times.

Applicants are encouraged to meet with City staff to discuss their project qualifications and eligibility for reimbursement under the Program before applying.

### **III. Funding Guidelines**

Approved applicants may receive reimbursement for 20% of the cost of the fencing and permitting, up to a maximum award of \$2,500 per business.

Program assistance is available based on a first-come, first-serve basis, according to project eligibility, application completeness and the availability of funds. There is no guarantee that funding will be available for every application submitted, including those that meet the required criteria.

### **IV. Program Guidelines**

To qualify for the Outdoor Storage Incentive Program, applicants must comply with the following guidelines.

- Applicant must have a current Business Tax Receipt
- Applicant must have an Active Corporate Status with the State of Florida
- Property must be located in a proper zoning district for an Outdoor Storage Use
- Businesses can submit for reimbursement if installation occurred after October 1, 2017
- Property must be free of all county, municipal, liens and judgments and ad valorem taxes are up to date
- No current or outstanding code violations exist on the property

## **V. Application Checklist**

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

- Current Business Tax Receipt
- Sketch or rendering of the fence after the proposed work
- Current photograph of existing property conditions
- Permit Application with required documentation, as applicable
- Confirmation that property is free of all county, municipal, liens and judgments and ad-valorem taxes are up to date
- Copy of signed multi-year lease agreement if applicable (including express written permission from the property owner to make changes outlined in the project); or copy of Warranty Deed showing ownership of the property by the business owner
- Narrative description of entire project being undertaken, including sources of financing
- Detailed budget for entire project
- Detailed breakdown of work for which reimbursement is being requested from Program

- ❑ Two bids/quotes from two licensed contractors in good standing with the City, with a completed contract with one of them (contract to specify the type of fencing and material to be installed)

## **VI. Application Processing Procedure**

The City will adhere to the following procedural steps when processing applications for assistance under the Outdoor Storage Incentive Program. Applicants are free to discuss the application process with staff prior to submitting an application.

1. Business Owner completes application and submits it to the Engineering and Community Development Department for review, along with checklist items.
2. City staff reviews the submitted application package for eligibility, completeness, and fund availability.
3. Upon verification of documentation and funding availability, City staff provides a written notification to applicants of approval or denial of funding. If funding is denied, the reason(s) will be stated in the written notification.
4. If approved for funding, applicant has 90 days for installation completion and to submit reimbursement request.
5. Upon completion and permit close-out, as applicable, applicant must submit a reimbursement request with approved invoice and proof of payment.
6. City to issue Incentive reimbursement.

## **VII. Reimbursement Process**

Applicants for funding should carefully consider the reimbursement process for funding when establishing their timelines for projects that seek Program assistance. It is important to remember that, when contemplating a project, financing should be arranged **before** work is started.

- Grant funds are dispersed on a reimbursement basis for eligible expenses only.
- No grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Division, and any other required final approval, if applicable.
- 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 Incentive Program 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. Reimbursement is at the approved Incentive award rate of 20% of fencing and permitting costs, or a maximum of \$2,500

- All final approvals and requests for reimbursement must be received by the City no more than 90 days following approval of the application by the City.
- No assurances are given as to how soon reimbursement funds will be disbursed by the City after all required documentation has been submitted.

### **VIII. Commencement**

All work must be completed within 90 days after application approval. If work has not commenced within 90 days, funds will be reprogrammed.

Should an applicant choose to engage the services of an agent (individual or company) to assist/represent applicant in this aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of the Outdoor Storage Incentive Program. City funds cannot be applied to services other than architecture, engineering, etc. related to the construction of the interior or exterior of the building.

**The Outside Storage Incentive Program benefits are contingent upon funding availability and City approval and are not to be construed as an entitlement or right of a property Owner or Applicant.**

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

- After approval process, the City will provide the applicant with a letter approving application and certifying availability of fund for 90 days.
- If deemed necessary, the City reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to: the partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution (if applicable) and any other documents provided by the applicant.
- Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. Upon the incentive application approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.



**CITY OF OAKLAND PARK  
OUTDOOR STORAGE INCENTIVE PROGRAM  
APPLICATION**

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

Please submit application by email to Kaitlyn Collier at the Engineering and Community Development Department, [Kaitlyn.Collier@oaklandparkfl.gov](mailto:Kaitlyn.Collier@oaklandparkfl.gov). For any further questions, please call (954) 630-4475.

1. **Address of project requesting incentive:** \_\_\_\_\_
  
2. **Name of Business:** \_\_\_\_\_  
*(as listed in the Business Tax Receipt)*
  
3. **Name of Applicant:** \_\_\_\_\_  
*(must be listed Authorized Representative as in sunbiz)*
  
4. **Address of Applicant:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_
  
5. **Does the Applicant own property?**    \_\_\_\_\_Yes    \_\_\_\_\_No  
**(attach copy of warranty deed)**

**If “No” box is checked, please provide the name and address of property Owner:**

\_\_\_\_\_

**Has property Owner provided express written permission to make changes outlines in the project?**    \_\_\_\_\_Yes    \_\_\_\_\_No

**If Tenant**, attach Copy of signed multi-year lease agreement if applicable (including express written permission from the property owner to make changes outlined in the project);

6. **Project Description (include linear square footage and specific types of vision obscuring fencing to be utilized i.e. vinyl slats, wood, etc.) Attach drawing if necessary:**
- \_\_\_\_\_
- \_\_\_\_\_



7. **Total Project Cost**\_\_\_\_\_ **Total Funding Request**\_\_\_\_\_
8. **Please specify type of financing for remainder of project (i.e. bank loan, cash on hand). If outside financing, please provide details below:**

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*By submission of this application, Applicant is certifying that he/she has read completely and understand the program, including the application guidelines and grant reimbursement process.*

**Signature: Authorized Representative**

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

\_\_\_\_\_  
Print Name/Date

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

\_\_\_\_\_  
Print Name/Date



### **Application Checklist**

Please be advised that every application package must include **ALL** items before it will be processed and considered for approval. Applications with missing documentation will NOT be considered. Please include the following items:

- Current Business Tax Receipt
- Sketch or rendering of the fence after the proposed work
- Current photograph of existing property conditions
- Permit Application with required documentation, as applicable
- Confirmation that property is free of all county, municipal, liens and judgments and ad-valorem taxes are up to date
- Copy of signed multi-year lease agreement if applicable (including express written permission from the property owner to make changes outlined in the project); or copy of Warranty Deed showing ownership of the property by the business owner
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**REIMBURSEMENT REQUEST FORM**

DATE\*: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
Oakland Park, FL \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT CONTACT PHONE NUMBER: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

AMOUNT FOR REIMBURSEMENT: \$ \_\_\_\_\_  
*Permit must be finalized by Building Division prior to reimbursement request*

APPLICANT'S SIGNATURE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Date

**Attachments:**

- Permit Closeout
- Approved invoice
- Proof of payment

*\*Installation and reimbursement request must be submitted within 90 days of application approval.*