



COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING OF: July 14, 2026

OLD BUSINESS

AGENDA ITEM 14.B

SUBJECT:

Consideration of the Commercial Property Improvement Grant Program to Potiwa Pizza LLC located in the Heart of Boynton Shops at 137 NE 10th Avenue, Unit 104

SUMMARY:

The CRA's Commercial Property Improvement Grant Program provides eligible businesses (new or existing) with financial assistance for the initial build-out costs associated with the construction, repair, and/or rehabilitation of commercial building improvement. The Commercial Property Improvement Grant Programs provides a 50% reimbursement of the applicant's expenditure for the eligible improvements up to a maximum grant total of \$50,000. Under the program guidelines eligible improvements must be permanent items that stay with the building. The Program also provides funding assistance related to the design fees for architectural, electrical, civil, mechanical, and/or plumbing improvements for eligible property improvements. Applicants are eligible to receive 50% of the applicant's project budget up to a maximum amount of \$10,000.

On May 14, 2024, the CRA Board approved a Commercial Property Improvement Grant to Potiwa Pizza LLC located in Heart of Boynton Shops at 137 NE 10th Avenue, Unit 104, Boynton Beach, FL 33435 (see Attachments I-II). Potiwa Pizza's mission is to blend the rich culinary heritage of Haiti with the universally loved tradition of pizza, offering customers a unique and flavorful dining experience. They are committed to celebrating Haiti's vibrant culture through delicious, handcrafted pizzas made with the finest ingredients and served with warmth and hospitality.

On January 10, 2025 Potiwa Pizza elected to use RS Construction (aka Centennial Management Corporation) to complete the grey shell and the plumbing stub out for the unit. Once complete, the tenant may select a different contractor to complete the build-out. The permit for work to begin was issued on February 7, 2025. On April 17, 2025 the unit was released to Potiwa Pizza to complete the build-out with their elected contractor.

Per the grant guidelines, the grant recipient has 180 day from permit issuance to complete their project and submit for reimbursement. The permit was issued on February 7, 2025. The grant recipient had until August 6, 2025, to complete their project and submit for reimbursement. On July 8, 2025, the CRA received a letter from Potiwa Pizza requesting the 90-day administrative extension until November 4, 2025, which was approved by staff (see Attachment III).

On August 6, 2025 all of the permits expired and were reinstated by Potiwa Pizza on October 8, 2025.

On October 20, 2025, staff received a request for an additional 120-day extension to allow for more time to begin their construction and receive their Certificate of Occupancy (see Attachment IV). At their November 10, 2025 meeting, the CRA Board approved the request to extend the grant from November 1, 2025 to March 1, 2026.

On January 6, 2025 the permits expired again.

A change of contractor for the general contractor was never filed with the City's Building Department and remained in RS Construction's name (aka Centennial Management Corporation) since the unit was released to Potiwa Pizza in April 2025. A mechanical change of contractor for a sub-permit was submitted and approved by the City's Building Department on June 11, 2025.

On February 27, 2026 Potiwa submitted a request for a 120-day extension to allow time to complete the project and submit for reimbursement (see Attachment V). Potiwa Pizza made a request to the CRA Board for an additional 120-day extension from March 1, 2026 to June 29, 2026.

At their March 9, 2026 meeting, the CRA Board made a motion to give Potiwa Pizza a 60-day extension to April 30, 2026 to provide a status update on their project. On April 28, 2026 Potiwa Pizza submitted the change of contractor for the general contractor with the City's Building Department which was approved.

As of April 30, 2026, only the general contractor license was changed. No other subcontractors were submitted for electrical, plumbing etc, no permit revisions were submitted to the City's Building Department and no additional update was provided by Potiwa Pizza as requested in Attachment VI.

At the May 12, 2026 CRA Board meeting, the Board granted Potiwa Pizza, a 60-day extension with a 30-day project update. The scheduled update for June 11, 2026, was to include the following:

- Proof of secured financing for the construction project
- Provide an executed contract with the new General Contractor
- Provide a project timeline
- Proof of permit revisions submitted to the City Building Department

As of June 11, 2026, CRA staff did not receive an update from Potiwa Pizza regarding these items. Staff is therefore providing a status update based on site observations and information available through the City's Building Department permitting system.

- The master permit and all sub-permits associated with the project expired on May 29, 2026, and remained in expired status as of June 11, 2026 (screenshot attached).
- The City's Building Department permitting system does not reflect any permit revision submissions since the Change of Contractor application was filed on April 28, 2026 (screenshot attached).
- The permitting system does not reflect any change of subcontractor licenses at this time.
- Photographs of the interior of the unit taken on June 11, 2026. Based on staff observations, the condition of the space appears unchanged. The insulation and framing visible in the June photographs are associated with the adjacent unit build-out (Unit 103).

A follow-up email was sent to Potiwa Pizza on June 22nd regarding the items listed above requesting a project update no later than June 30th (see Attachment VII). No additional updates were provided.

Potiwa Pizza is scheduled to appear on the July 14, 2026 CRA Board meeting agenda to provide its 60-day project update.

FISCAL IMPACT:

FY 2023-2024 Budget Project Fund, Line Item 02-58400-444, \$50,000 for Property Improvements and \$4,125 for Design

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach Community Redevelopment Plan

CRA BOARD OPTIONS:

1. Approve an additional extension for the Commercial Property Improvement Grant to Potiwa Pizza LLC located in Heart of Boynton Shops at 137 NE 10th Avenue, Unit 104, Boynton Beach, FL 33435.
2. Do not approve an additional extension for the Commercial Property Improvement Grant to Potiwa Pizza LLC located in Heart of Boynton Shops at 137 NE 10th Avenue, Unit 104, Boynton Beach, FL 33435 and terminate grant funding

ATTACHMENTS:

Description

- [Attachment I - Commercial Property Improvement Grant Application](#)
- [Attachment II - Location Map](#)
- [Attachment III - First 90-Day Extension Request](#)
- [Attachment IV - 120-Day Extension Request](#)
- [Attachment V - Second 120-Day Extension Request](#)
- [Attachment VI - March 10, 2026 Potiwa Email](#)
- [Attachment VII - June 22nd Potiwa Email](#)