



**City of Azle
Regular Agenda
Municipal Development District Board**

505 W. Main Street
Azle, Texas 76020

June 11, 2024

6:00 PM

Community Room

Pursuant to Section 551.071 of the Texas Government Code, the Board may convene into Executive Session(s) from time to time as deemed necessary during the meeting for any posted agenda item and may receive advice from its attorney as permitted by law.

REGULAR SESSION

CALL TO ORDER

ACTION ITEM

1. Consider approving the Minutes of the April 9, 2024 Azle MDD regular meeting
Brian Conner - Secretary

DISCUSSION ITEMS

2. Discuss Possible Amendments to Facade and Signage Improvements Program Policy
David Hawkins, Director of Planning and Development
3. Presentation of Proposed FY2024-25 MDD Budget
Tom Muir - Executive Director

PRESENTATION

4. Economic Development Report
David Hawkins, Director of Planning and Development

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on June 7, 2024, at the City's official bulletin board and is readily accessible to the public at all times in accordance with V.T.C.A. Chapter 551, Texas Government Code.

This facility is wheelchair accessible and handicapped parking spaces are available. Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in city functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight hours prior to the scheduled starting time by calling the City Secretary's Office at 817-444-7101. Complete Municipal Development District Board agenda packet is available for review at the City Secretary's Office and on our website www.cityofazle.org.



Presenter: Brian Conner - Secretary

Agenda Item: Consider approving the Minutes of the April 9, 2024 Azle MDD regular meeting

Background and Explanation:

Procedural

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. Minutes 4-9-2024



MINUTES
Regular
Azle Municipal Development District
Board

505 W. Main Street
Azle, Texas 76020

April 9, 2024

6:00 PM

Community Room

REGULAR SESSION

CALL TO ORDER

President Jack Stevens called the meeting to order at 6:00 PM.

Members Present:

Jack Stevens	President
Bill Jones	Vice President
Brian Conner	Secretary
Randa Goode	Director Place 1
Amy Estes	Director Place 2
Stacy Peek	Director Place 3
Jack Reynolds	Director Place 6

Staff Present:

Tom Muir	Executive Director
David Hawkins	Director of Planning and Development
Susie Hiles	Assistant to the City Manager (Scribe)

ACTION ITEM

1. Consider approving the Minutes of the January 9, 2024 Azle MDD regular meeting

Vice President Bill Jones moved to approve the Minutes of the January 9, 2024 Azle MDD regular meeting as presented. Director Randa Goode seconded the motion.

Yes: (7) Jack Stevens, Bill Jones, Brian Conner, Randa Goode, Amy Estes, Stacy Peek, Jack Reynolds

The motion was unanimously approved.

PRESENTATION

2. Economic Development Report

Director of Planning and Development David Hawkins presented an update on current/future projects in the city.

- Taco Bell - 100 SE Pkwy - Renovation of the interior and exterior of the existing 2,156 sq.ft. restaurant has been completed.

- Kodiak Car Wash - 905 Boyd Rd - Building Permit has been issued for a 3,926 sq.ft. car wash and construction is underway. Azle City Council denied their appeal of the tree ordinance.
- Hornets Plaza - 1004 Boyd Rd - 8,500 sq.ft. retail building should be completed in about one month. Early Bird Cafe, a tenant in this complex, is waiting on CO to be issued.
- Dutch Bros Coffee - 164 Industrial Ave - Building permit has been issued for a 950 sq.ft. drive-thru coffee shop and construction is underway.
- Azle Retail Development - 700 blk FM 730N - Updated drainage plans have been submitted and are under review.
- Community Caring Center Expansion - 317 Commerce St - The cooling units are being installed on the 3,800 sq. ft. freezer/cooler box storage addition.
- Stingers Bar & Grill - 151 SE Pkwy - CO is under review on an existing 5,000 sq.ft. restaurant (formerly Flames BBQ building).

EXECUTIVE SESSION

551.087 – DELIBERATION REGARDING ECONOMIC NEGOTIATIONS

Discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations for 417 Northwest Parkway and 301 Roe St.

President Jack Stevens convened to Executive Session at 6:17 PM.

3. Take any action pursuant to the Executive Session

President Jack Stevens reconvened to open meeting at 6:41 PM and no action was taken.

ADJOURNMENT

President Jack Stevens adjourned the meeting at 6:42 PM.

Presented and approved on June 11, 2024

Brian Conner, Secretary

Attest:

Susie Hiles, Scribe



Presenter: David Hawkins, Director of Planning and Development

Agenda Item: Discuss Possible Amendments to Facade and Signage Improvements Program Policy

Background and Explanation:

The Façade and Signage Improvement Program (FSIP) policy was originally developed and adopted by the City Council in May 2016. The Program is designed to impact properties, located within the city limits, in need of revitalization, resulting in the improved exterior, visibility and presentation of the business. The Program provides property owners/business tenants a 50% matching grant towards improvements to the front of the respective building and/or a 50% matching grant for new signage.

On March 21, 2017, City Council approved various amendments to the FSIP policy which included an increase to the max. grant amounts for signage improvements from the original \$1,500 threshold to the current \$5,000.

On June 5, 2020, another amendment was approved by the City Council which included the following: 1) inclusion of the definition of "Sweat Equity"; 2) addition of "Asphalt Overlay" of parking lots to provide clarification of "Resurfacing"; 3) elimination of taxes; 4) standardization of 4 years for policy time limits; 5) addition of a requirement of the applicant to submit 3 competitive bids; 6) clarification that any portion of work done prior to application submittal or before receipt of a Notice to Proceed will not be reimbursed; 7) requirement that verification of payment must be included with copies of paid invoices; 8) addition of requirement that approved project must be completed within six (6) months of approval; and 9) separation of roofing in estimate.

The purpose of this agenda item is to consider any possible amendments to the current FSIP policy for future consideration by the MDD and City Council. Included with this agenda item is a list of other facade grant programs from other surrounding cities to serve as a comparison for this discussion.

Board/Commission/Committee Recommendation:

N/A

Staff Recommendation:

Discuss possible amendments to this FSIP Grant Policy and provide direction to staff with any recommendations.

Attachments:

1. FSIP-Guidelines-APPROVED-REVISION-June-2020
2. FSIP Handout
3. Facade Grant Programs City Comparison



Facade and Signage Improvement Program (FSIP)

Guidelines and Application

Revised: June 2020

A free program for City of Azle business property owners or tenants seeking to renovate or restore their exterior signage, awnings, lighting, or commercial building façade.

Quick Links:

- [Introduction](#)
- [Definitions](#)
- [Eligibility Criteria](#)
- [Design Principles and Guidelines](#)
 - o [Eligible Facade/Signage Improvements](#)
 - o [Ineligible Improvements/Expenses](#)
- [Program Assistance](#)
- [Application Process](#)
- [Termination](#)
- [Application](#)
- [Application Checklist](#)

A. INTRODUCTION

The City of Azle has established the Facade and Signage Improvement Program (FSIP), 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. The FSIP is designed to impact properties in need of revitalization, resulting in the improved exterior, visibility and presentation of a business. The FSIP is not designed to subsidize corrections to building code violations that prolong the life of a commercial property.

There are two (2) kinds of grants that may be applied for: General Project Grant and a Signage Project Grant. Both grants may be applied for any number of times until the aggregated maximum amount is reached on the same property in a calendar year.

GENERAL PROJECT GRANT

The FSIP will provide a fifty percent (50%) General Project 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.

SIGNAGE PROJECT GRANT

An additional fifty percent (50%) Signage Project matching grant up to \$5,000 may be available for improvement of existing signage or construction of new City-approved signage.

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 Facade and Signage Improvement Grant.

Aggregate Amount: the total accumulated dollar amount during a calendar year.

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.

Facade: the portion of the building visible from the primary right-of-way as determined by City.

MDD: the Municipal Development District (Tarrant County side of Azle)

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 City Manager or their designee(s).

Sweat Equity: the cost or value of a party's contribution to a project in the form of labor

C. ELIGIBILITY CRITERIA

The following criteria must be met for participation in FSIP:

1. Applicants must be commercial property owners or commercial tenants located in the City of Azle;
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 FSIP 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 Facade/Signage 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 Facade;
- e. Awnings or canopies which can be both functional and visually appealing;
- f. Edging, curbing, irrigation installation and repair, approved trees, landscaping beds (not including planting material) or other landscaping features where appropriate;
- g. Cleaning, repainting or residing of building;
- h. Asphalt overlay of parking lots visible from street;
- 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" (See definition in Section B);

- 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;
- t. parking lot striping only
- u. taxes

3. *Prior Improvements*

Any permits, alterations, or improvements pertaining or relating to the FSIP application made prior to application submission or receiving a “Notice to Proceed” are not eligible for reimbursement.

4. *Alterations*

Applicant must agree not to change or alter the improved Facade without prior written approval from the City for four (4) years from the date of grant payment.

E. PROGRAM ASSISTANCE

1. *Financial Assistance*

Funding offered is a matching grant in which the FSIP reimburses Applicant fifty percent (50%) of total project costs, up to a \$10,000 maximum match for Facade improvements and an additional fifty percent (50%) match, up to \$5,000 for new City-approved signage*. 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 FSIP 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.

*Grant does not include any taxes.

2. *Application and Information*

If you wish to participate in the FSIP, please contact the City of Azle Economic

F. APPLICATION PROCESS

All prospective applicants must follow the application process in the order outlined below.

1. Applicant meets with Economic Development 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. Applicant must submit three (3) competitive bids on the proposed work and clearly identify which bid will be utilized. If there is an extreme difference between bids, the applicant will be required to provide a narrative as to why they chose the more expensive bid or why the other bid is so low.
5. Proposed project will be presented to the DRC for review followed by review by the City Manager. The proposed project will then be presented to the Azle City Council for final review/approval.
6. Staff sends applicant a "Notice to Proceed" and fully executed Facade and Signage Improvement Program Agreement. **Any portion of work initiated or completed prior to submitting an application or receiving the "Notice to Proceed" will not be reimbursed.**
7. 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.
8. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by Staff.
9. Applicant notifies Staff once project is completed.
10. Staff certifies the improvements comply with the final drawings and specifications.
11. Applicant must submit copies of all paid invoices and receipts with verification of funds disbursement (copy of check, bank statement withdrawal, credit card statement, etc.) to the Economic Development Director, who then submits request for reimbursement check.
12. If the application is denied, the Applicant will not be allowed to reapply to the Program for 120 days from the original application date.
13. Any approved applicants may apply for additional grants any number of times until the aggregated maximum amount of \$10,000 for General Projects and \$5,000 for Signage Projects is reached on the same property in a calendar year.
14. Approved projects must be completed within six (6) months of approval and turn in all receipts for approval and reimbursement. If the applicant is unable to complete the work within this timeframe, applicant must make a written request for an extension. Extensions will be limited to two (2) – sixty (60) day

periods.

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

G. TERMINATION

The City of Azle has the right to terminate any agreement under the FSIP 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 Facade and Improvement Program Agreement with the City of Azle and the receipt of a Notice to Proceed.

Facade and Signage Improvement Program Application

Please return completed application with necessary attachments and signature to City of Azle Economic Development Office, 505 W Main Street, Azle TX 76020 or mail to PO Box 1378 Azle, TX 76098. If you have any application questions, please contact the Economic Development Director at 817-444-7076.

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

Type of Work: (check all that apply)

Façade/Building Rehab ☐ Roofing ☐ Landscaping ☐
 Parking & Driveways ☐ Awnings ☐ Pedestrian Amenities ☐
 Signage ☐

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

How will this project benefit the community?

General Project Expenditures	Total Estimated Costs	50% Grant Requested
Façade/Building Rehab		
Roofing		
Landscaping		
Parking/Driveways		
Awnings		
Pedestrian Amenities		
Total		

Total General Project grant request may not exceed 50% of TOTAL COST up to \$10,000

Signage Project Expenditures	Total Estimated Costs	50% Grant Requested
Signage		
Total		

Total Signage Project grant request may not exceed 50% of TOTAL COST up to \$5,000

Request Total	
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** Attach with final design drawings and photographs of building's exterior Façade.*

Applicant Signature

Date

Property Owner Signature

Date

Application Checklist

- ☐ Completed application with details of planned improvements
- ☐ Copies of bids
- ☐ Photographs of existing building conditions

Return completed application with necessary attachments and signature to:

City of Azle - Economic Development Office
505 W Main Street
Azle, TX 76020

Mailing Address:
PO Box 1378
Azle, TX 76098

If you have any application questions, please contact the Economic Development Director at 817-444-7076



FSIP 101

A quick guide to the
Façade and Signage Improvement Program

01

Submit an application

Meet with City staff to make sure your project meets the qualifications for the FSIP. They'll even make recommendations to put you on the path to success. Ask as many questions as you need to!

02

Finalize your plans

When your design is finalized, you'll need to show 3 competitive bids for the work. Submit those to City staff for a final review before the next step.

03

Council approval

All FSIP grants require final approval from City Council. Once approved, staff will notify you with a fully executed agreement. Then it's time to get started!

04

Deadlines!

Ready, set, GO! Now you have 60 days to get started and 6 months to complete the project. Don't forget to apply for permits!

05

I'm finished! Now what?

Submit copies of your paid invoices, receipts, and any other proof of payment (copies of checks, credit card statements, etc.)

06

Show me the money!

That's it! Staff will request a reimbursement check from the Finance Dept. and send it to you.



What qualifies?

- 👍 Restoration of architectural details in historic buildings
- 👍 Window replacement and window framing visible from the street
- 👍 Signage (monument signage, pole signage, electronic message boards and other signage as specified in the City's codes)
- 👍 Lighting, storefront window displays, and recessed areas of a building Façade
- 👍 Awnings or canopies
- 👍 Edging, curbing, irrigation installation and repair, approved trees, landscaping beds (not including planting material)
- 👍 Cleaning, repainting or residing of building
- 👍 Asphalt overlay of parking lots visible from street
- 👍 New storefront construction
- 👍 Removal of architectural barriers to public accessibility
- 👍 Replacement or repair of the portions of the roof that are visible from an adjacent public street.
- 👍 Replacement or repair of existing gutters and/or downspouts.
- 👍 Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

What doesn't qualify?

- 👎 exterior improvements located on the sides or rear of buildings
- 👎 interior improvements
- 👎 outdoor dining/seating
- 👎 playground or recreational equipment
- 👎 structural changes
- 👎 burglar bars
- 👎 security/alarm system
- 👎 "sweat equity"
- 👎 new commercial construction
- 👎 benches/porch swings
- 👎 umbrellas
- 👎 gazebos
- 👎 trellises
- 👎 window boxes
- 👎 permitting fees
- 👎 architectural, survey or other professional fees
- 👎 asbestos testing, removal, abatement, or remediation
- 👎 improvements for which insurance monies are received
- 👎 outline lighting
- 👎 parking lot striping only
- 👎 taxes

City of Aledo

- Target Business Incentive Policy
 - Façade matching up to \$2,500 (if listed as targeted industry)
 - Sign matching up to \$1,500
 - Infrastructure (via Ch 380) up to 50% of new sales tax generated over 5 years
 - Must present paid invoices for reimbursement

City of Roanoke

- Façade Grant Program
 - Matching grants for target areas; other grants for historical buildings and citywide
 - Applies to exterior portions viewable from the street, except for roofs. Includes signs and accessories (benches, swings, fountains, etc)
 - Must have at least one quote from an architect or licensed contractor
 - Up to \$15,000 a year (requires match)
 - Must present paid invoices for reimbursement

City of Saginaw

- Building Improvement Grant
 - Façade, excluding burglar bars and new paint on a new building
 - Interior, excluding aesthetic treatment (paint, wallpaper, etc)
 - Landscaping, excluding mowing and maintenance
 - Lighting, includes interior, signs, parking lots, accents
 - Parking, excluding installation, repair or replacement of a non-conforming surface
 - Pedestrian amenities, such as benches, shade structures, music, play equipment
 - Signage
 - Public Art
 - Demolition
 - Fire suppression systems and ADA upgrades
 - Up to \$5,000 a year (requires match)
 - Requires a construction cost estimate, drawings/plans/renderings, photos of existing property
 - Must present paid invoices for reimbursement

Tomball EDC

- Business Improvement Grant
 - Façade, excluding general building maintenance and roof. 50% matching up to \$10,000
 - Signs. 50% matching up to \$2,500 for existing business and \$1,000 for new business.
 - Property improvement, such as streetscaping, parking lot/driveway improvement, decorative fencing, furniture, and demolition. 50% matching up to \$10,000.

- Landscaping, excluding paving. 50% matching up to \$10,000.
- Mega grants up to \$50,000 considered for multi-tenant retail, commercial, service centers. Minimum private investment of \$100,000, not including the grant amount.
- \$30,000 cap per year (excluding mega grant)
- Must provide cost estimates with details
- Must present paid invoices for reimbursement.



Presenter: Tom Muir - Executive Director

Agenda Item: Presentation of Proposed FY2024-25 MDD Budget

Background and Explanation:

The proposed FY 2024-25 budget will be presented - documents will be distributed at the meeting.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

None



Presenter: David Hawkins, Director of Planning and Development
Agenda Item: Economic Development Report

Background and Explanation:

Staff will present the latest economic development report.

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

None