

**AZLE MUNICIPAL DEVELOPMENT DISTRICT  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
613 S.E. PARKWAY  
AZLE, TEXAS 76020**

**TUESDAY  
March 8, 2016**

**AGENDA**

**President Ray Ivey  
Vice President Kevin Ingle  
Secretary Joe McCormick**

**Director Jack Stevens  
Director Justin Berg  
Council Member Paul Crabtree  
Council Member David McClure**

**REGULAR SESSION  
CALL TO ORDER**

**6:30 p.m.**

**PRESENTATION**

1. Economic Development Monthly Report  
**Executive Director Tom Muir**

**ACTION ITEMS**

2. Consider approving the Minutes of the February 9, 2016 Azle MDD regular meeting  
**Secretary Joe McCormick**

**DISCUSSION ITEMS**

3. Discuss draft policy for façade improvement incentives  
**Executive Director Tom Muir**
4. Discussion regarding Azle Municipal Development District plans/procedures/policies including setting a date to meet with Azle Chamber EDC regarding Strategic Plan  
**President Ray Ivey**

**ADJOURNMENT**

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on March 4, 2016 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.



**Susie Hiles, Assistant to the City Manager**

**Date Agenda Removed from Posting**

*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 MDD Agenda packet and background information are available for review at the City Secretary's Office and on our website [www.cityofazle.org](http://www.cityofazle.org).

# Municipal Development District Communication

Item # 2

**Submitted By:** Susie Hiles, Assistant to the City Manager    **Date:** March 5, 2016

**Subject:** Azle MDD Board Minutes.

**Action Requested:** Consider approving the Minutes of the February 9, 2016 Azle MDD regular meeting

**Purpose (Outline – Who, What, Where, Why & How).**

Procedural.

**Checklist of Attachments**

<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
<input type="checkbox"/> Policy	<input type="checkbox"/> Applications	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
<input type="checkbox"/> Letter/ Memo From	<input type="checkbox"/> P&Z Minutes	<input checked="" type="checkbox"/> Board Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Applicant	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> Staff	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

**MINUTES  
REGULAR MEETING  
AZLE MUNICIPAL DEVELOPMENT DISTRICT  
February 9, 2016**

**DRAFT**

STATE OF TEXAS §  
COUNTY OF TARRANT §  
CITY OF AZLE §

The Azle Municipal Development District of the City of Azle, Texas convened in Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 613 Southeast Parkway, Azle, Texas, on the 9th day of February 2016 with the following members present:

<b>Ray Ivey</b>	<b>President - Place 4</b>
<b>Kevin Ingle</b>	<b>Vice President - Place 6</b>
<b>Joe McCormick</b>	<b>Secretary - Place 3</b>
<b>Councilman Paul Crabtree</b>	<b>Director - Place 1</b>
<b>Councilman David McClure</b>	<b>Director - Place 2</b>
<b>Jack Stevens</b>	<b>Director - Place 5</b>
<b>Tom Muir</b>	<b>Executive Director/City Manager</b>

Constituting a quorum. Director Justin Berg was excused from tonight's meeting. Staff present was:

<b>Renita Bishop</b>	<b>Finance Director</b>
<b>Susie Hiles</b>	<b>Assistant to City Manager- Scribe</b>

The following items were considered in accordance with the official agenda posted on the 5th day of February 2016.

**REGULAR SESSION:**  
**CALL TO ORDER**

**6:30 p.m.**

President Ray Ivey called the session to order at 6:31 p.m.

**PRESENTATION**

**1. Presentation of the MDD's Quarterly Investment Report for Quarter ended December 31, 2015**

Finance Director Renita Bishop presented the Quarterly Investment Report to the Board noting the value of this Quarter's investment at \$792,830 with an average quarterly yield of 0.44% and quarterly interest earnings of \$519 and fiscal year to date interest earnings of \$519. Ms. Bishop reported on the two \$125,000 certificates of deposit that were purchased for the MDD.

- the value of the 6 month CD with Herring Bank, at 35% interest earnings, was \$125,146. This CD matures on February 11, 2016 and Staff is preparing to roll this CD for another 12 months. Ms. Bishop reported that Herring Bank allowed us to open a depository account that is receiving 55 basis points. The opening amount was \$225,000 – current value is \$226,118.
- the 1 year CD with Community Trust Bank in the Woodlands has 1% interest earnings and will mature August 7, 2016. Interest earnings will pay at maturity.

**2. Monthly Report on Economic Development**

Executive Director Tom Muir reported:

- Staff conducted the first review of applicants for the Economic Development Director position and chose six to interview. First interviews will take place this Thursday / Friday. Hope to narrow it to one or two to bring to the Board for their review. Anticipate calling a special meeting of the Board in March for this purpose.
- our consultant, David Pettit, has been contacted and he has basically made no progress with the TIRZ since on our last meeting. Mr. Pettit has promised he will contact the other taxing entities (Tarrant/Parker County, Tarrant County College, Tarrant County Hospital District, TRWD) regarding the Participation Agreements very soon. We will possibly get the Council to go ahead and create the TIRZ board by appointing their members and when we develop the financing plan we can make changes to the Board at that time.
- Staff is still in the process of drafting a policy for the façade/sign incentives. Will have a draft policy to present at the March meeting for the Board's review. Will also have to present the policy to the Council for their review/approval for businesses located on the Parker County side of the city.

**MINUTES  
REGULAR MEETING  
AZLE MUNICIPAL DEVELOPMENT DISTRICT  
February 9, 2016**

**DRAFT**

- Staff met with Eisenberg and Assoc and they are proceeding with the development of the website.

**ACTION ITEMS**

- 3. Consider approving the Minutes of the January 12, 2016 Azle MDD regular meeting.**  
Director Jack Stevens moved to approve the Minutes as discussed. Director Ingle seconded the motion. The motion was unanimously approved.

**DISCUSSION ITEMS**

- 4. Discussion regarding Azle Municipal Development District plans/procedures/policies**
  - Discuss setting a date to meet with Chamber EDC regarding Strategic Plan

Board discussed setting a date to hold a joint meeting with the Chamber of Commerce EDC to receive their input on the Strategic Plan. Board chose their regular meeting night, March 8, at 6 pm in the Library Community Room with alternate dates of March 22 or 29. Nate Simmons, president of the Chamber EDC, to check with that Board to verify their availability.

**ADJOURNMENT**

President Ray Ivey adjourned the meeting at 7:02 p.m.

**PRESENTED AND APPROVED this the 8th day of March, 2016.**

**APPROVED:**

\_\_\_\_\_  
**Ray Ivey, President**

**ATTEST:**

\_\_\_\_\_  
**Joe McCormick, Secretary**

# Municipal Development District Communication

Item # 3

**Submitted By:** Tom Muir, Executive Director/City Manager **Date:** March 5, 2016

**Subject:** Draft Incentives Policy

**Action Requested:** Discuss draft policy for façade improvement incentives

**Purpose (Outline – Who, What, Where, Why & How).**

### Checklist of Attachments

<input type="checkbox"/>	Contract	<input type="checkbox"/>	Agreement	<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Resolution
X	Policy	<input type="checkbox"/>	Applications	<input type="checkbox"/>	Legal Opinion	<input type="checkbox"/>	Minute Order
<input type="checkbox"/>	Letter/ Memo	<input type="checkbox"/>	P&Z Minutes	<input type="checkbox"/>	Board Minutes	<input type="checkbox"/>	Other Minutes
<input type="checkbox"/>	From	<input type="checkbox"/>	Checklist	<input type="checkbox"/>	Federal Law	<input type="checkbox"/>	Plans / Drawings
<input type="checkbox"/>	Applicant	<input type="checkbox"/>	State Law	<input type="checkbox"/>	Bid Tabulations	<input type="checkbox"/>	Maps
<input type="checkbox"/>	Staff	<input type="checkbox"/>	Attachments	<input type="checkbox"/>	Notices	<input type="checkbox"/>	Charter
<input type="checkbox"/>	<b>Other</b>						

City of Azle  
Façade and Signage Improvement Program  
Guidelines and Application

**A. INTRODUCTION**

The City of Azle has established the Façade 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.

FSIP will provide a fifty percent (50%) 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. An additional fifty percent (50%) matching grant up to \$1,500 may be available for construction of new City-approved signage. A ten percent (10%) bonus will be given for projects utilizing local Azle contractors/vendors. City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applications. 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 Façade and Signage Improvement Grant.

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 3 herein.

Façade: the portion of the building parallel to the primary right-of-way as determined by City.

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 his/her designee(s).

### **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, check cashing, bars/taverns, liquor stores, tattoo parlors, pawnshops 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 Façade/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 are appropriately scaled to the building;

- c. New City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's building codes;
- d. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
- e. Awnings or canopies which can be both functional and visually appealing;
- f. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate;
- g. Cleaning, repainting or residing of building;
- h. Resurfacing and/or restriping 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";
- i. new commercial construction;
- j. benches/porch swings;
- k. umbrellas;
- l. gazebos;
- m. trellises;
- n. window boxes;
- o. permitting fees; or
- p. architectural, survey or other professional fees.

3. Prior Improvements

Alterations and improvements made prior to receiving a "Notice to Proceed" are not eligible for reimbursement.

4. Alterations

Applicant must agree not to change or alter the improved façade without prior written approval from the City for three (3) 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 façade improvements and an additional fifty percent (50%) match, up to \$1,500 for new City-approved signage. A ten percent (10%) bonus will be given for projects utilizing local Azle contractors/vendors. 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 his/her 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.

### **2. Application and Information**

If you wish to participate in the FSIP, please contact the City of Azle Economic Development Department, (817) 444-7076 office or e-mail [econdev@cityofazle.org](mailto:econdev@cityofazle.org).

## **F. PROCEDURES**

All prospective applicants must follow the procedures in 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. If necessary, Applicant's architect prepares final design drawings and submits them to Staff for review and approval.
4. Staff sends applicant a "Notice to Proceed." Any work completed prior to receiving the "Notice to Proceed" will not be reimbursed.
5. Applicant has sixty (60) days from the execution date of the contract to begin implementation of approved improvements. Applicant must provide Staff with copies of all building permits and certifications received from improvement project.
6. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan, must be approved by Staff.
7. Applicant notifies Staff once project is completed.
8. Architect and/or Staff certifies that the improvements comply with the final drawings and specifications.
9. Applicant must submit copies of all paid invoices to the Economic Development Director, which then prepares issuance of reimbursement check.

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 agreement with the City of Azle.

DRAFT



**FAÇADE IMPROVEMENT**

**Purpose & Intent**  
 Promote Economic Development  
 Revitalize existing commercial areas  
 Increase values of property  
 Assist existing or new businesses  
 Fix code violations  
 ADA compliance

**Eligible** Must be reasonably expected to increase the appraised value of the property in excess of grant amount.

- |                     |                       |                           |
|---------------------|-----------------------|---------------------------|
| <u>Façade</u>       | <u>Landscaping</u>    | <u>Signage</u>            |
| Windows             | Removal of old plants | Removal of old pole signs |
| Paint               | New plants/trees      | New signage               |
| Awnings/canopies    | Irrigation            | Change lighting           |
| Brick/Stone         | Accent Lighting       | Relocation                |
| Doors               | Drainage              |                           |
| Tenant Improvements |                       |                           |

- |                                    |                             |                       |
|------------------------------------|-----------------------------|-----------------------|
| <u>Parking &amp; Drives</u>        | <u>Pedestrian Amenities</u> | <u>Infrastructure</u> |
| Remove or relocate existing drives | Front Porch                 | Roof repair           |
| New parking paving                 | Sidewalks                   | Equipment             |
| Resurfacing/stripping              | Curbing                     |                       |

**Ineligible**  
 Playground or recreational equipment  
 Outdoor dining/seating  
 Structural changes  
 Additions over 20%  
 New commercial construction  
 Burglar bars  
 Interior remodel  
 "Sweat equity"  
 Benches/porch swings  
 Umbrellas  
 Window boxes  
 Gazebos  
 Trellises  
 Security/alarm system

<b><u>Applicant</u></b>	<u>Eligible</u>	<u>Ineligible</u>
	Sole proprietors	Non-profits
	For-profit	Government
	Not delinquent on City taxes	Residences
	In business 3 years or more or 3 years of positive financial history	Home Business
	Zoned for commercial use	Check cashing
	Multi-tenant properties	Bars
	Gun shops	Taverns
		Liquor stores
		Tattoo parlors
		Pawnshops
		SOB Businesses

**Targeted Zone**  
 Central Business District revitalization  
 Main commercial corridors 199/730  
 Entry portals to community

<b><u>Grant</u></b>	<u>Building</u>	<u>Signage</u>	
	50% up to \$10,000	50% up to \$1,500	
	Limited to 5 grants/fiscal year	Limited to 5 grants/fiscal year	First Come First Serve