

**AZLE MUNICIPAL DEVELOPMENT DISTRICT
REGULAR MEETING**

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

**TUESDAY
April 12, 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
Economic Development Director Karen Dickson

ACTION ITEMS

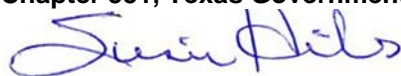
2. Consider approving the Minutes of the March 8, 2016 Azle MDD regular meeting
Secretary Joe McCormick
3. Consider approving the Façade and Signage Improvement Program guidelines and application
Executive Director Tom Muir

DISCUSSION ITEMS

4. Discussion regarding Azle Municipal Development District plans/procedures/policies including setting a date to meet with Azle Chamber EDC regarding Strategic Plan
Vice President Kevin Ingle
5. Discuss utilizing electronic messaging board on SH199 as a marketing tool to advertise "Azle"
Director Justin Berg

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on April 8, 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.

Municipal Development District Communication

Item # 2

Submitted By: Susie Hiles, Assistant to the City Manager	Date: April 5, 2016
Subject: Azle MDD Board Minutes.	

Action Requested: Consider approving the Minutes of the March 8, 2016 Azle MDD regular meeting

Purpose (Outline – Who, What, Where, Why & How). Procedural.
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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"/> Other	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter	

**MINUTES
REGULAR MEETING
AZLE MUNICIPAL DEVELOPMENT DISTRICT
March 8, 2016**

DRAFT

set a date until she has had time to settle into her new position. Board decided to wait until their April 12 meeting to discuss setting a date.

ADJOURNMENT

President Ray Ivey adjourned the meeting at 7:13 p.m.

PRESENTED AND APPROVED this the 12th day of April, 2016.

APPROVED:

Ray Ivey, President

ATTEST:

Joe McCormick, Secretary

Municipal Development District Communication

Item # 3

Submitted By:	Tom Muir – Executive Director MDD	Date:	April 8, 2016
Subject:	Façade and signage improvement grant program		

Action Requested: Consider approving the Façade and Signage Improvement Program guidelines and application

<p>Purpose (Outline – Who, What, Where, Why & How).</p> <p>The MDD Board and Staff have had discussions regarding developing guidelines for a façade and signage improvement grant program. The Board instructed Staff to bring back a draft policy that includes their recommendations/suggestions. A draft of this policy is presented for approval</p>
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Checklist of Attachments			
<input type="checkbox"/> Contract	<input type="checkbox"/> Agreement	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution
<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Applications	<input type="checkbox"/> Legal Opinion	<input type="checkbox"/> Minute Order
<input type="checkbox"/> Letter/ Memo From Applicant	<input type="checkbox"/> P&Z Minutes	<input type="checkbox"/> Board Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Staff	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
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	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

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. 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 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 C 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 their 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; or
- q. asbestos testing, removal, abatement, or remediation.

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. 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.

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.

F. PROCEDURES

All prospective applicants must follow the procedures 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. 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 the improvements comply with the final drawings and specifications.
9. Applicant must submit copies of all paid invoices to the Economic Development Director, who then submits request for 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.

City of Azle

Façade and Signage Improvement Program Application

Please return completed application with necessary attachments and signature to Economic Development office, 613 SE Parkway, Azle TX 76020. 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)	
Historical/Current Building Name	
Project Site/Address	

Type of Work: (check all that apply)

Façade Landscaping Signage
Parking & Driveways Pedestrian Amenities Infrastructure

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

How will this project benefit the community?

Project Expenditures	Estimated Costs	Grant Requested
Façade / Building Rehab		
Signage / Lighting		
Landscaping		
Parking / Driveways		
Infrastructure		
Total		

TOTAL COST OF PROPOSED PROJECT \$ _____

TOTAL GRANT REQUEST
(May not exceed 50% of TOTAL COST) \$ _____

Attach with final design drawings and photographs of building's exterior façade.

Applicant Signature

Date

City of Azle

Façade and Signage Improvement Program Agreement Form

Please complete and return with Façade and Signage Improvement Program Agreement Form to Economic Development Office, 613 Southeast Parkway, Azle TX 76020. If you have any questions, please contact the Economic Development Director at 817-444-7076.

I have met with the Economic Development Program Director, and I have read and fully understand the Façade and Signage Improvement Program procedures established by the Azle City Council. I intend to use this grant program for the aforementioned renovation projects to advance the efforts of revitalization and historic presentation in the community. *I have not received, nor will I receive insurance monies for this revitalization project.*

I understand that if I am awarded a Façade and Signage Improvement Program Grant by the City of Azle, any deviation from the approved project may result in the partial or total withdrawal of the grant. If I am awarded a reinvestment grant for façade, awning, or sign work and the façade, sign, or awning is altered for any reason within three (3) years from construction, I may be required to reimburse the City of Azle immediately for the full amount of the grant.

Business/Organization Name

Applicant Signature

Printed Name

Date

Building Owner Signature (if different from applicant) Printed Name

Date

This section to be completed by Economic Development Staff

Date considered by DRC

Recommendation

Staff Signature

Date considered by City Manager

Recommendation

Staff Signature

Date considered by
Economic Development Director

Recommendation

Staff Signature

Municipal Development District Communication

Item # 5

Submitted By: Justin Berg, Director	Date: April 5, 2016
Subject: Advertising on electronic messaging board	

Action Requested: Discuss utilizing electronic messaging board on SH199 as a marketing tool to advertise "Azle"
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Purpose (Outline – Who, What, Where, Why & How). Director Justin Berg requested this item to discuss utilizing the electronic message board that is located on SH199 close to the Lakeside Plaza complex (just down from Vance Godbey's) as a marketing tool to advertise "Azle" and entice businesses to locate in Azle.

Checklist of Attachments			
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<input type="checkbox"/> Other	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter