

**AZLE MUNICIPAL DEVELOPMENT DISTRICT  
REGULAR MEETING**

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

**TUESDAY, March 14, 2017**

**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. Monthly report  
**Karen Dickson, Economic Development Director**

**ACTION ITEMS**

2. Consider approving the Minutes of the February 14, 2017 Azle MDD regular meeting  
**Joe McCormick, Secretary**
3. Consider approving revisions to the Façade and Signage Improvement Program policy.  
**Karen Dickson, Economic Development Director**

**DISCUSSION ITEMS**

4. Discussion regarding Azle Municipal Development District plans/procedures/policies as well as funding opportunity options.  
**Karen Dickson, Economic Development Director**

**ADJOURNMENT**

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on March 10, 2017 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 # 1

<b>Submitted By:</b> Karen Dickson – Economic Dev Director	<b>Date:</b> March 10, 2017
<b>Subject:</b> EDD Monthly Report	

<b>Action Requested:</b> Present EDD Monthly Report
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<b>Purpose (Outline – Who, What, Where, Why &amp; How).</b>
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<b>Checklist of Attachments</b>			
<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 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

## Municipal Development District Communication

Item # 2

<b>Submitted By:</b> Susie Hiles, Assistant to the City Manager	<b>Date:</b> March 10, 2017
<b>Subject:</b> Azle MDD Board Minutes.	

<b>Action Requested:</b> Consider approving the Minutes of the February 14, 2017 Azle MDD regular meeting
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<b>Purpose (Outline – Who, What, Where, Why &amp; How).</b> Procedural.			
<b>Checklist of Attachments</b>			
<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
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<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter

**MINUTES  
REGULAR MEETING  
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February 14, 2017**

**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 14th day of February 2017 with the following members present:

Ray Ivey	President – Place 4
Kevin Ingle	Vice President - Place 6
Councilman Paul Crabtree	Director – Place 1
Councilman David McClure	Director - Place 2
Jack Stevens	Director - Place 5
Justin Berg	Director – Place 7
Tom Muir	Executive Director/City Manager

Constituting a quorum. Secretary Joe McCormick was excused from tonight’s meeting. Staff present was:

Renita Bishop	Finance Director
Karen Dickson	Economic Development Director
Susie Hiles	Assistant to City Manager- Scribe

The following items were considered in accordance with the official agenda posted on the 10th day of February 2017.

**REGULAR SESSION:** 6:30 p.m.  
**CALL TO ORDER**

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, 2016**

Finance Director Renita Bishop presented the Quarterly Investment Report to the Board noting the value of this Quarter’s investment at \$1,140,424, with \$692,255 of that amount being in depository banks and investment pools; the remaining balance of \$448,169 being in Certificates of Deposits. The average quarterly yield was 0.69% with quarterly interest earnings of \$1,264.

**2. Monthly Report on Economic Development**

EDD Dickson reported:

- the economic development website, *azleabsolutely.com*, has been up for five months and we’ve had 1,413 visitors view the website with a total of 4,505 page views.
- last Friday joined the DFW Marketing Team which is through the Dallas Regional Chamber to visit site selectors in Dallas. Met with about 20 site selectors to get the word out about Azle.

Building Projects:

- the Reata West Apartments (across Azle High School) got their building permit.
- Legacy Oaks Assisted Living project (Civitas) has put a sign on the property stating they are taking reservations, however, they do not have their building permit yet. They have closed on the property. They have still not responded to the City regarding the issues the City has with the Performance Agreement. Civitas is moving forward with the project.
- the City has begun working with the Azle ISD on their development process for the new elementary school at Lakeview & Ash St.

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- TJ Machine is expanding and will be moving to a building they have on FM 730S, just outside the city limits. They are currently in multiple buildings and will be putting those on the market. Ms. Dickson asked if they would consider being annexed into the city and pointed out some public safety reasons for being annexed.
- Sears has moved into their new location on Southeast Parkway (the old Russell Feed Building). This building gives them more visibility and more space.

Housing:

- Falcon Ridge, Benchmark Homes developer – 35 lots.
- Ashwood Park Phase II, DR Horton developer – 69 lots
- Kimbrough, VLMC Developer – 29 lots

**Councilmember Paul Crabtree joined the meeting at 6:50 pm**

- Forest Glen, Benchmark developer – 35 lots (on Walnut Creek Dr)
- Eagle Lake Garden Village, Bellaire North developer – 31 lots

**ACTION ITEMS**

**3. Consider approving the Minutes of the December 13, 2016 Azle MDD regular meeting.**

Director Jack Stevens moved to approve the Minutes as discussed, with second by Vice President Kevin Ingle. The motion was unanimously approved.

**4. Discussion regarding possible revisions to the Façade and Signage Improvement Program.**

Economic Development Director Karen Dickson presented the Board with some suggested policy revisions to the FSIP that Staff suggested as a result of some of the inquiries to the program. Board discussed suggested changes and agreed to all except the language in D3 - Prior Improvements, clarifying what is not eligible for reimbursement. Ms. Dickson will make changes to the policy and bring back to the Board for final approval before going to City Council for their review/approval.

She showed the Board a design for a sign that will be placed in front of any business that is utilizing the grant to advertise the program. There is one with wording for Tarrant County for the MDD and one for Parker County that will state Azle Economic Development.

She also provided the Board with FSIP brochures the Board can hand out as they visit businesses.

**DISCUSSION ITEMS**

**5. Discussion regarding Azle Municipal Development District plans/procedures/policies**

Vice President Ingle asked Ms Dickson if she had come up with any project ideas the Board could fund to help drive interest in the Façade Grant. She is still working on it.

City Manager Muir advised the AISD contacted Staff requesting the City support their grant application to the 2017 Transportation Alternatives Set-Aside Program. The Program is authorized under the Fixing America's Surface Transportation Act (FAST Act) and provides funding for programs and projects defined as "transportation alternatives," such as pedestrian and bicycle infrastructure associated with Safe Routes to School projects that improve safety and the ability for students to walk and bike to school. In December 2016, the North Central Texas Council of Governments (NCTCOG) issued a call for projects in response to being allotted \$23 million in Program funds available to be awarded. The Program will provide 80% funding of awarded projects with the local governmental entity(ies) funding the remaining 20%.

AISD's grant request includes installing a sidewalk on the north side of Stribling Drive from FM730N (current Walnut Creek Elementary School) to the new Walnut Creek Elementary School site to the west. AISD wanted the City to commit to fund and construct a sidewalk from the new Walnut Creek Elementary School site to Shady Grove Park. Staff was supportive of the proposal but suggested partnering with AISD in the grant request and expanding the

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proposed project to include the City-provided sidewalk as referenced above and extending the sidewalk further south through the front of Shady Grove Park to connect to the Stribling Square Subdivision. Total amount of sidewalk to be proposed in the grant request is 4200 lf. AISD agreed to the partnership and will be the lead agency in the grant request. The proposed sidewalk would allow pedestrian traffic to safely access AISD property to attend school and other school functions, as well as safely access Shady Grove Park.

Total estimated cost of the proposed project is \$250,000. If the grant request is approved, it will fund \$200,000. The City and AISD will share in funding the remaining balance with the City's share estimated to be \$20,000. The City would like the MDD to consider funding the \$20,000 and if the grant isn't approved, the City is proposing to go ahead with the sidewalk project and would like to ask the MDD to consider funding the whole project at an approximate cost of \$100,000. Board discussed the project and indicated they would support the project with funds either way. City Manager Muir will keep the Board advised of the progress on the project.

**ADJOURNMENT**

President Ray Ivey adjourned the meeting at 8:11 p.m.

**PRESENTED AND APPROVED this the 14th day of March, 2017.**

**APPROVED:**

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**Ray Ivey, President**

**ATTEST:**

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

# City Council Communication

Item # 3

<b>Submitted By:</b> Karen Dickson, Economic Dev. Director	<b>Date:</b> March 14, 2017
<b>Subject:</b> Façade and Signage Improvement Program	

<b>Action Requested:</b> Consider approving revisions to the Façade and Signage Improvement Program policy.
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<b>Purpose (Outline – Who, What, Where, Why &amp; How)</b>
<p>In May 2016, the City adopted the Façade and Signage Improvement Program. The Board provided input as to the creation of the Program. Staff and the Board discussed possible revisions to the Program policy at the February 14, 2017 MDD meeting. The proposed revisions are referenced in the attached red-lined version of the policy.</p> <p>Please be advised, Staff added a couple of additional proposed revisions and they specifically reference the “signage” portion of the policy. Currently, the policy provides up to \$1500 of matching funds for new signage. Staff is proposing to expand the eligibility to improvements of existing signage and increase the reimbursement cap to \$5,000.</p>

<b>Checklist of Attachments</b>			
<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"/> Council Minutes	<input type="checkbox"/> Other Minutes
<input type="checkbox"/> Staff	<input type="checkbox"/> Checklist	<input type="checkbox"/> Federal Law	<input type="checkbox"/> Plans / Drawings
<input type="checkbox"/> Other	<input type="checkbox"/> State Law	<input type="checkbox"/> Bid Tabulations	<input type="checkbox"/> Maps
	<input type="checkbox"/> Attachments	<input type="checkbox"/> Notices	<input type="checkbox"/> Charter



## Façade and Signage Improvement Program (FSIP)

### Guidelines and Application

Please return completed application with necessary attachments and signature to:

City of Azle - Economic Development Office  
613 Southeast Parkway  
Azle, TX 76020

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





## 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 \$~~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.

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### 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.

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).

### 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.

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### 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 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 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 where appropriate;
- g. Cleaning, repainting or residing of building;
- h. Resurfacing 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.

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Deleted: attached to the building

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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;
- 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.

3. Prior Improvements

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

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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 [kdickson@cityofazle.org](mailto:kdickson@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. 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.

5. Staff sends applicant a "Notice to Proceed" and fully executed Façade and Signage Improvement Program Agreement. Any work completed prior to receiving the "Notice to Proceed" will not be reimbursed.
6. 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.
7. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by Staff.
8. Applicant notifies Staff once project is completed.
9. Staff certifies the improvements comply with the final drawings and specifications.
10. Applicant must submit copies of all paid invoices to the Economic Development Director, who then submits request for reimbursement check.
11. If the application is denied, the Applicant will not be allowed to reapply to the Program for 120 days from the original application date.

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 Façade and Improvement Program Agreement with the City of Azle and the receipt of a Notice to Proceed.

**City of Azle**

**Façade and Signage Improvement Program Application**

Please return completed application with necessary attachments and signature to City of Azle 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.

<b>Applicant Name</b>	<b>Date</b>
<b>Business Name</b>	
<b>Mailing Address</b>	
<b>Contact Phone</b>	
<b>Email Address</b>	
<b>Building Owner (if different than applicant)</b>	
<b>Historical/Current Building Name</b>	
<b>Project Site/Address</b>	

Type of Work: (check all that apply)

Façade       Landscaping       Signage       Awnings

Parking & Driveways       Pedestrian Amenities       Details of Planned  
Improvements relating Grant Request (attach additional information if necessary)

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How will this project benefit the community?

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Project Expenditures	Estimated Costs	Grant Requested
Façade / Building Rehab		
Signage / Lighting		
Landscaping		
Parking / Driveways		
<del>Awnings</del>		
<del>Pedestrian Amenities</del>		
Total		

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TOTAL COST OF PROPOSED PROJECT \$ \_\_\_\_\_

TOTAL GRANT REQUEST  
(May not exceed 50% of TOTAL COST up to \$10,000) \$ \_\_\_\_\_

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

\_\_\_\_\_  
*Applicant Signature* *Date*

\_\_\_\_\_  
*Property Owner Signature* *Date*

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