

**City of Fair Oaks Ranch Municipal Development District**  
**Special Meeting Agenda**  
**Monday, August 14, 2017 4:15 PM**  
**City Hall Council Chambers**  
**7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015**



**MDD REGULAR MEETING AGENDA**

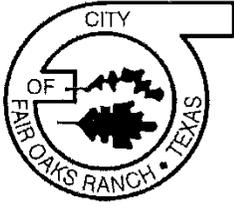
- I. **Roll Call – Declaration of a Quorum** **President**
  
- II. **Guest Comments**  
 (In accordance with the Open Meeting Act, the MDD board may not discuss or take action on any item which has not been posted on the agenda).
  - A. Guests to be heard.
  
- III. **Consent Agenda**
  - A. Approval of the July 10, 2017 minutes. **President**
  
- IV. **Reports:**
  - A. Administrative Reports/Action **President**
    - Open Meetings Act Training Update.
    - PFIA Training Update
  
- V. **Discussion/Action Items**
  - A. Discussion & Possible Action to Approve Revised MDD Goals & Objectives. **Committee**
  - B. Discussion & Possible Action to Approve MDD Project Categories. **Committee**
  - C. Discussion of Example Façade Project Application. **Committee**
  - D. Discussion of Example Façade Project Scoring Criteria **Committee**
  
- VI. **Adjournment**
  - A. Reaffirm November 13, 2017 meeting date.

Signature of Agenda Approval:

*Al McDavid*

I, Christina Picioccio, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, being convenient and readily accessible to the general public at all times. Said Notice was posted by 4:00 PM, August 11, 2017 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available. The City Council reserves the right to convene into Executive Session at any time regarding an issue on the agenda for which it is legally permissible; pursuant to *Texas Government Code* Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).



**City of Fair Oaks Ranch Municipal Development District**  
**Special Meeting Minutes**  
**Monday, July 10, 2017 4:15 PM**  
**City Hall Council Chambers**  
**7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015**



**I. Roll Call - Declaration of a Quorum**

Members Present: Al McDavid, Roy Elizondo, Faira Stevick, Debra Grandjean, Brad Dutton, Laura Koerner, and Mike Murphy.

The Municipal Development District meeting was called to order at 4:15 PM.

**II. Guest Comments**

**A. No guest requested to be heard.**

**III. Consent Agenda**

**A. Approval of April 10, 2017 minutes.**

ACTION: Consent agenda approved by committee consensus.

**IV. Reports/Updates**

**A. Open Meetings Act Training Update.**

MDD President Al McDavid encouraged all MDD members to complete Open Meetings Act Training and to provide certification documentation to City Secretary.

**V. Discussion /Action Items**

**A. Discussion and possible action on FY 17-18 MDD Budget.**

Motion: Made by Debra Grandjean, seconded by Mike Murphy to approve the FY 17-18 MDD Budget.

Vote: 7-0, Motion Passed.

**B. Discussion and possible action of adding a check signature alternate.**

Motion: Made by Roy Elizondo, seconded by Laura Koerner to designate Vice President, Brad Dutton as a check signature alternate.

Vote: 7-0, Motion Passed.

**C. Initial report and discussion of Project Evaluation and Approval Process.**

Subcommittee provided overview of project evaluation and approval process designed to date; feedback requested. Board to reconvene in August to deliberate on modifications to mission goals and objectives, overall application process, category selections, and scoring.

**VI. Adjournment at 5:50 PM**

August 14, 2017 meeting scheduled to further discuss Project Evaluation and Approval Process/changes to mission statement/goals.

November 13, 2017 meeting confirmed.

ATTEST:

\_\_\_\_\_  
 Faira Stevick, Secretary

\_\_\_\_\_  
 Al McDavid, President



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**MDD CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**August 14, 2017**

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AGENDA TOPIC: Discussion and Possible Action to Approve Revised MDD Goals and Objectives.

START/END DATE: August 14, 2017

DEPARTMENT: Project Evaluation & Funding Process Design Committee

PRESENTED BY: Project Evaluation & Funding Process Design Committee

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**INTRODUCTION/BACKGROUND:**

The Project Evaluation & Funding Process Design Committee (Committee) was chartered to develop a process, inclusive of proposed policies and procedures to enable the evaluation and funding of development projects by the Fair Oaks Ranch Municipal Development District (MDD). In the course of that work the Committee identified an opportunity to clarify the MDD Goals & Objectives with regard to development project execution and ongoing operations of assets

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Clearly articulated policies help to ensure consistent decision making and continuity over time as MDD Board membership changes occur.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

Under the revised language, the MDD will not be responsible for project execution or deliverables, nor will the MDD own, operate or be responsible for the ongoing viability of any asset developed with MDD funding. This clarifies that the accountability and financial responsibility for project execution and outcomes are with the grantee and therefore conserves MDD funds.

**LEGAL ANALYSIS:**

The proposed change is a clarification to existing language. A comprehensive legal analysis will be requested and completed once the end-to-end process design is completed.

**RECOMMENDATION/PROPOSED MOTION:**

To approve the revised Fair Oaks Ranch MDD Mission Goals & Objectives as presented by the process design subcommittee.

## Mission Goals & Objectives Worksheet

### Mission Statement:

The Mission of the Fair Oaks Ranch Municipal Development District is to approve funding for economic development, retention and improvement of the District, and for the improvement of short and long term property values.

### Goals:

- In accordance with Texas Local Government Code Section 377.072 establish and utilize a secure MDD Development Project Fund to finance approved development projects beneficial to the District.
- Encourage and promote economic expansion beneficial to the District in keeping with City Ordinances and local Deed Restrictions.

### Objectives:

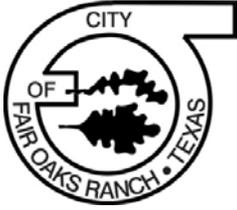
- Select projects for MDD funding that provide enduring value to the City and the District.
- Manage funds collected safely within the guidelines of the Texas Public Funds Investment Act.
- Preserve and enhance short and long term property values for residents and businesses throughout the District.

### Tactics/Performance Indicators:

- Build a professional, collaborative, working relationship with the City staff and elected officials.
- Establish MDD policies and procedures that ensure an appropriate contingency for cost overruns or unexpected occurrences of any project.
- Ensure adequate performance criteria are established for any project undertaken with MDD funds. ~~(Note: MDD owns the asset in perpetuity unless transferred to the city or another entity).~~
- Ensure ongoing operating and maintenance (O/M) costs of assets ~~acquired~~ developed with MDD funding are evaluated prior to approving the project and that adequate provisions are made for long-term operating and maintenance costs.
- The MDD will not be responsible for project execution or deliverables, nor will the MDD own, operate or be responsible for the ongoing viability of any asset developed with MDD funding

Approved: \_\_\_\_\_ April 4, 2016

Revised & Approved: \_\_\_\_\_



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**MDD CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**August 14, 2017**

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AGENDA TOPIC: Discussion and Possible Action to Approve MDD Project Categories  
START/END DATE: August 14, 2017  
DEPARTMENT: Project Evaluation & Funding Process Design Committee  
PRESENTED BY: Project Evaluation & Funding Process Design Committee

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**INTRODUCTION/BACKGROUND:**

The Project Evaluation & Funding Process Design Committee (Committee) was chartered to develop a process, inclusive of proposed policies and procedures to enable the evaluation and funding of development projects by the Fair Oaks Ranch Municipal Development District (MDD). In the course of that work the Committee identified the need to implement a defined list of project categories that would be eligible for MDD funding.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Clearly articulated policies help to ensure consistent decision making and continuity over time as MDD Board membership changes occur.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

A pre-defined list of project categories that are aligned with statutory requirements and MDD Goals & Objectives will better ensure efficient, timely decisions in favor of projects that add enduring value to Fair Oaks Ranch.

**LEGAL ANALYSIS:**

A comprehensive legal analysis will be requested and completed once the end-to-end process design is completed.

**RECOMMENDATION/PROPOSED MOTION:**

To approve the list of Fair Oaks Ranch MDD Project Categories as presented by the process design subcommittee.

Category Name	Category Description
Façade Improvement Program	Matching funds reimbursement up to \$XX,XXX to incentivize façade improvements to bring existing qualified store fronts up to FOR form-based zoning standards
Infrastructure Projects	<ul style="list-style-type: none"> <li>• Contributions in aid of construction for utility infrastructure as incentive for qualified commercial or mixed-use development projects, or</li> <li>• Reimbursements for costs incurred on projects or initiatives that enable or promote business development</li> </ul>
Civic Venues & Related Improvements	Reimbursement for construction or remodeling costs as incentive for qualified civic venue projects
Recreation & Community Projects	<ul style="list-style-type: none"> <li>• Contributions in aid of construction for as incentive for qualified public recreational facility projects, or</li> <li>• Reimbursements for costs incurred on projects or initiatives that enable pedestrian and bicycle mobility via a contiguous park &amp; trail system</li> </ul>

Approved: \_\_\_\_\_

# Project Category Worksheet

This worksheet is being provided to help us all prepare for the work session scheduled for August 14. Please complete the worksheet and bring it with you to the meeting. This will help us to conduct an efficient and productive session.

## Instructions

Please carefully review each category listed below. In the spaces provided please indicate whether you would elect to keep the category as presented, keep the category with changes, or to delete the category. In the block at the bottom you may also propose to add any category that is allowed by statute and aligned with the MDD Mission, Goals & Objectives. For each row, please make notes regarding your choices.

Category Name	Category Description	Options	Comments
Façade Improvement Program	Matching funds reimbursement up to \$XX,XXX to incentivize façade improvements to bring existing qualified store fronts up to FOR form-based zoning standards	Keep ____ Change ____ Delete ____	
Infrastructure Projects	<ul style="list-style-type: none"> <li>• Contributions in aid of construction for utility infrastructure as incentive for qualified commercial or mixed-use development projects, or</li> <li>• Reimbursements for costs incurred on projects or initiatives that enable or promote business development</li> </ul>	Keep ____ Change ____ Delete ____	
Civic Venues & Related Improvements	Reimbursement for construction or remodeling costs as incentive for qualified civic venue projects	Keep ____ Change ____ Delete ____	
Recreation & Community Projects	<ul style="list-style-type: none"> <li>• Contributions in aid of construction for as incentive for qualified public recreational facility projects, or</li> <li>• Reimbursements for costs incurred on projects or initiatives that enable pedestrian and bicycle mobility via a contiguous park &amp; trail system</li> </ul>	Keep ____ Change ____ Delete ____	
New:		Add ____	

# **Façade Improvement Incentive Program**

**Administered by:**

**Fair Oaks Ranch  
Municipal Development District**

**Revised August 2017**

## **Summary and Program Description**

The purpose of the Façade Improvement Incentive Program is to provide an incentive to existing business and/or property owners to encourage renovation and rehabilitation of the exterior of buildings in the City of Fair Oaks Ranch (FOR) and its Extraterritorial Jurisdiction (ETJ). Funding for the program is provided by the Fair Oaks Ranch Municipal Development District (MDD). This program aims to improve the aesthetics within the City of FOR and its ETJ as attractive building façades positively impact the marketability and perception of the city. Thus, the Façade Improvement Program consists of a one-dollar to one-dollar match of up to \$10,000.00 for approved improvements. Incentives will be awarded for facade improvements that restore, rehabilitate, enhance or beautify a structure. We expect all façade improvements to be aligned to the FOR City's Zoning specifications.

The program will be administered by the Fair Oaks Ranch MDD. An application form is to be submitted with a description of the work to be completed. Applications will be reviewed by the MDD Board of Directors (Board).

### **A. Program Goals**

- 1) Revitalize and improve the appearance of FOR commercial buildings to positively impact the aesthetics, marketability, and perception of the City of FOR and its ETJ
- 2) Serve as a catalyst for continued private sector investment through visible improvements
- 3) Offer the private sector an incentive program to invest in City of FOR buildings

### **B. Eligible Applicants**

Property owners and tenant/business owners of properties located within the City of FOR and its ETJ area are eligible to participate in the program. Business owners/tenants must have been at the location for at least six months, submit a written Business Plan and have the property owner's express consent for the proposed improvements. To participate in the Program, Applicants must complete and submit the Program application form provided by the MDD along with the required attachments. Retroactive applications for improvement work that has already been completed will not be accepted. Property taxes must be current, and participants must represent that to the best of their knowledge they have no debts in arrears to the City when a commitment letter is issued. Further, the Applicant must certify that there are no current code enforcement actions pending against the property that would not be mitigated by the project.

### **C. Eligible Costs**

The Facade Improvement Program is a matching funds program, which means that matching funds will be matched dollar for dollar (1:1 ratio) by the Applicant for qualified expenditures. The maximum incentive amount under the Program is \$10,000.00 for approved improvements per project. Incentive funds are disbursed only on a reimbursement basis. Labor, design, and material costs are eligible costs. Further, permit fees associated with the proposed renovation/rehabilitation and fees for architectural design and engineering for the project are eligible program costs. In-kind, donated, "sweat equity" or similar no cost to the Applicant improvements, services, or materials will not be matched and are ineligible costs under the Program. Costs incurred for alternations or improvements completed prior to receipt of formal

written approval by MDD Staff and issuance of the “Notice to Proceed with Improvements” are not eligible for reimbursement.

#### **D. Eligible & Ineligible Improvements**

Subject to application approval and funding availability, incentives will be awarded for façade improvements that restore, rehabilitate, enhance or beautify a structure. Any and all Improvements must be permanently affixed to the structure.

Eligible improvements include:

- Signs (new, repairs, replacement, removal)
- Awnings
- Lighting
- Paint
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Recessing/reconfiguring entrances
- Removal of extraneous elements
- Door/window replacement or repair
- Exterior cleaning
- Historical architectural elements

Ineligible Improvements include:

- Exterior improvements located on rear or non-visible sides of buildings
- Interior improvements
- Outdoor dining/seating including benches / porch swings
- Playground or recreational equipment
- Structural changes only if required to enable façade improvement
- Burglar bars
- Security/alarm system
- “Sweat equity”
- New commercial construction
- Umbrellas
- Gazebos
- Trellises
- Window boxes
- Architectural, survey or other professional fees
- Environmental or hazardous material testing, removal, abatement or remediation
- Improvements for which insurance monies are received
- Outside lighting

#### **E. Design Requirements**

Applicants are encouraged to promote conformance with FOR Zoning standards, historic FOR preservation, energy efficiency, and accessibility standards in designing improvements, to the extent that they are financially feasible or required by law. All improvements must conform to applicable city building codes, zoning ordinances, local and state laws.

**F. Alterations**

Applicant must agree not to change or alter the improved façade without prior written approval from MDD board for three (3) years from the date of grant payment.

**G. Funding Availability**

Funding is limited and incentive awards will be subject to funding availability as determined by the MDD Board. Project Applicants will be prioritized on a first-come, first-serve basis. A commitment letter allocating the project funds for a particular approved project will be issued and a commitment period established so that if funds are not used within that period, program funds can be reallocated for other eligible projects.

**H. Application Process**

An application with the following information, at a minimum, is to be submitted for consideration:

- Property address
- Applicant and Property owner name(s), address(es) and signature(s)
- Proof of ownership or if tenant, copy of lease or other property agreement and written consent of Property owner to complete the proposed improvement
- Verification that property taxes on the property are paid and current
- Project Scope description, to include a detailed plan and sketch
- Hard copy and digital photograph of existing building façade
- Project budget (detailed estimated costs by materials, labor, services and fees)

The required application forms are available at the FOR City offices and electronically on the City's web site. Incomplete applications will not be processed. The Board will review and approve applications and select Incentive recipients on a first-come, first-served basis. MDD representative(s) and/or City staff will meet with Applicants as necessary. Applicants may be invited to present their applications before the MDD Board.

The Board will evaluate applications based on the following Review Criteria and Funding Priorities:

- Awards shall be based on a point system. Complete evaluation form is at the end of this document.
  - Appropriateness of Project
  - Creativity
  - Timeliness
  - Community Impact
  - Permanent, Tangible Improvements
  - Economic Impact
  - Long term Viability of Asset
  - Competence
  - Location and Visibility
- Preference is given to commercial buildings with operating businesses that contribute to provision of services to FOR residents and the FOR tax base.
- Substantial visible improvement to the appearance of the building, as determined by the Board

Applicants will be notified in writing as to whether his/her application has been rejected or

approved by the MDD Board of Directors via a commitment letter issuance that allocates funds to the project if approved. Upon approval, the Applicant must enter into a Reimbursement Agreement with the MDD regarding the terms and conditions of his/her participation in the Program and receipt of the reimbursement funds, to include the following:

1. Applicant Contact & Background Information
2. Project Contact Information
3. Project summary Information
4. Application Documents (as requested in application form)
5. Conditions & Acknowledgements
6. Acknowledgment of the reimbursement claim procedure and requisite supporting documentation for reimbursement processing to the MDD (W-9 and/or Vendor List required)
7. Monitoring and right of final inspection by the Board and City staff
8. Compliance with applicable local, state, and federal laws
9. Promotional Rights to the MMD
10. Maintenance Requirements and Repayment Penalty for Removal of Improvements within three years and
11. The City's and the MMD's standard contract terms and provisions (e.g., liability, indemnification, termination, and insurance requirements)

The project must begin within 45 consecutive business work days from the date of the approval by the MDD Board and must be completed within 180 consecutive business work days, except where the MDD Board of Directors have granted in writing the Applicant's written request for an extension stating a reasonable cause for the delay. As appropriate, FOR MDD Board and/or authorized City personnel will monitor the construction process. The FOR MDD must approve in writing any change orders to the proposed improvement work.

Requests for reimbursement will only be processed after the rehabilitation/improvement work is completed and approved following a final field inspection by FOR MDD Board and/or City staff in order to verify compliance with the project scope and design as submitted. Reimbursement claims must be accompanied by the following supporting documents: proof of payments (e.g., cancelled checks, paid invoices/receipts of eligible expenses), statements from architects, contractors and/or subcontractors acknowledging that all payments have been received, notarized final lien waivers from all contractors and/or subcontractors, if applicable, proof of final City inspections and a hard copy and/or digital "after" photograph of the facade improvements. Applicant must complete, sign and submit a request for reimbursement in order for disbursement of funds per the FOR MDD guidelines. A photocopy of all Credit/Debit Card receipts and/or the front and back of all cancelled checks must be submitted for reimbursement along with an invoice marked "paid." All invoices must clearly indicate the work that was performed, the amount of the invoice as well as the corresponding Credit/Debit Card receipt(s) and/or check number(s). All payments are subject to the review and approval of the FOR MDD. Please allow up to 10 business days for receipt of the reimbursement check.

**I. Maintenance Requirements**

By accepting Incentive funds, the Applicant commits to properly maintain all facade improvements, clean and free of graffiti for a minimum of 3 years at the Applicant's own cost and expense. Any damage to the facade is to be repaired immediately by the Applicant so that the property remains in good condition and positively contributes to the City of FOR and its ETJ. Applicant will be strongly encouraged to touch up painted areas and perform any other repairs needed on an ongoing basis and to maintain building appearance including the cleaning of any awnings at least once a year

**J. Promotional Rights**

By accepting Incentive funds, Applicant authorizes the MDD to promote the project and property including, but not limited to, displaying a sign at the site during and after construction indicating participation in the Program, and using photographs and descriptions of the project and property in the MDD's printed promotional materials, press releases, and websites.

**K. Conditions & Acknowledgements**

By submitting an application for project funding, Applicant hereby acknowledges the following conditions:

1. Applicants may only apply or have active one grant at a time per applicant/property owner
2. All grants are awarded at the discretion of the MDD Board
3. Grants are based on availability of funds allocated to project category within MDD portfolio; however, availability of funds does not determine that a grant will be awarded
4. Grant awards are subject to the Applicants acceptance of MDD reimbursement contract terms & conditions
5. Grantees are obligated to fulfill all commitments of project objectives & benefits

**II. APPLICATION FORM**

**FAIR OAKS RANCH  
MUNICIPAL DEVELOPMENT  
DISTRICT  
FAÇADE IMPROVEMENT  
PROGRAM**

\*\*\*\*\*  
\*\*\*\*\*

Date: \_\_\_\_\_

<b>1. Applicant Information</b>	
<b>A. Applicant's Name</b>	
Mailing Address	
Phone Number	
Email Address	
<b>B. Business Name</b>	
Address	
Phone Number	
Email Address	
<b>C. Address of Project Site</b>	
<b>D. Applicant's Tax ID #</b>	
<b>E. Name of Property Owner</b>	
Mailing Address	
Phone Number	
Email Address	
<b>F. Type of Entity Applying for Award</b>	<input type="checkbox"/> Individual(s) <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other

<p>G. If applicant is an entity other than an individual (as noted above), list all individuals who have primary responsibility for success of this project.</p>	<p>Names(s) Title(s) Email(s) Phone Number(s)</p>
<p>H. List applicant's relevant experience for the business to which façade improvement is being made</p>	
<p>I. Type of Business (Retail, Service, etc.)</p>	

<p><b>2. Project Information</b></p>	
<p>A. Project Title</p>	
<p>B. Project Objectives</p>	
<p>C. Description of Proposed Improvements (Attach additional pages if needed)</p>	
<p>D. Expected benefits</p>	
<p>E. Amount of Grant (Funds) Requested</p>	<p>\$</p>
<p>F. Estimated Cost of Improvements</p>	<p>\$</p>
<p>(Contractor's detailed cost estimate must be attached.)</p>	
<p>G. Name of contractor or person who will manage construction work</p>	

Address	
Phone Number	
Email Address	
H. Applicant’s architect or sign designer/installer (* required)	
I. Estimated date of project commencement	
J. Estimated date of project completion	
K. Life expectancy of improvement project	
L. Expected annual budget for façade upkeep (for three years)	

**3. Required Application Documents:**

- A. Contractor’s detailed cost estimate or bid on contractor’s letterhead.
- B. Project budget, including a breakdown of all anticipated expenses.
- C. Plan for post-construction upkeep and ongoing operations of asset (for 3 years)
- D. Letter of consent from property owner if the applicant is a tenant
- E. Photograph(s) of existing building
- F. Rendering from architect, contractor, or sign designer depicting the exterior of the building after completion of proposed project
- G. Paint samples (if applicable)
- H. Detailed timeline for the project
- I. City of Fair Oaks Ranch zoning & permits documentation

**4. Conditions and Acknowledgements:**

This Façade Improvement Incentive Program is subject to change or cancellation at any time by a vote of the FOR MDD Board of Directors. In addition, any policy or procedure described herein may be waived by official action of this same committee. The MDD reserves the right to reject any and/or all applications.

*If I am successful in obtaining a FOR Façade Improvement Incentive from the MDD, I am obligated to maintain the funded improvements for a minimum of 2 years from the time I receive reimbursement. If the improvements are removed or*

*changed prior to the 2 year timeline without prior approval, I agree to reimburse the FOR MDD for the entire amount of the Incentive, this will be guaranteed through a promissory note.*

*I have read, understand and will comply with the criteria described in this application, as well as the timeline, and I certify that the above information is true and correct to the best of my knowledge. I certify that I am current with all local, state and federal taxes and business fees. I hereby acknowledge my application for an Incentive, and do authorize MDD to obtain verifications from any source named in this application.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**5. Approvals (MDD use only)**

Received by MDD: Date: \_\_\_\_\_

Approved by MDD: Date: \_\_\_\_\_

Notice to Proceed: Date: \_\_\_\_\_

Completion: Date: \_\_\_\_\_

***Please indicate any of the following attachments:***

- Drawing,  
Rendering,  
Sketch  Cost  
estimates
- Letter of consent  
from Landlord
- Photos and paint  
samples
- Any additional information provided by the applicant

## FAÇADE IMPROVEMENT PROGRAM EXAMPLE SCORING CRITERIA

**SCORING: Score on a scale of 1 to 5; 1 = Low; 5 = High**

**Appropriateness of Project:** \_\_\_\_\_

How well does the proposed project comply with the FOR MDD and FOR City development plan? How well does construction, renovation or exterior changes compliment the Texas Hill Country aesthetics of FOR City? Does the applicant show that he or she worked with neighboring business(s) or unit HOA/Restrictions Representatives when formulating the project plans?

**Creativity:** \_\_\_\_\_

How well was the environment considered for the new or renovated improvements? How well do the aesthetic enhancements chosen demonstrate cohesiveness with the neighborhood or city at large?

**Timeliness:** \_\_\_\_\_

Are the appropriate professionals (eg. engineers, architects, city officials, contractors) ready to do the proposed work according to the project plan? Have the City permits been obtained?

**Community Impact:** \_\_\_\_\_

To what extent does the improvement benefit the community as a whole (eg. quality of life, access to amenities and services, aesthetics)?

**Permanent, Tangible Improvements:** \_\_\_\_\_

What is the expected impact of proposed improvements on the value of the property? Will the proposed construction or improvement become affixed to the property in a way that if the property is sold, will remain with the property or structure?

**Economic Impact:** \_\_\_\_\_

To what extent will this project result in any economic growth (eg support existing business, add local employment, increase number of local customers or frequency of patronage, encourage commercial occupancy of a vacant space, increase in building value, increase tax revenues.)

**Long Term Viability of Asset:** \_\_\_\_\_

Rate the life expectancy of the proposed improvement? What is the long term life expectancy of the structure(s) where the façade improvements are to be attached? What is the viability long term viability of this business? How well is long term upkeep addressed in the application?

**Competence:** \_\_\_\_\_

Capacity & wherewithal of applicant to execute project and produce expected benefits.

**Location & Visibility:** \_\_\_\_\_

Rate the visibility of the property. How much impact does this project have on the first impression of FOR? Is the property positioned in a high-traffic or highly-visible part of FOR? Is this property located on a “gateway” street into FOR? Does the current facade clearly **NOT** meet the building standards of the area?

**Total Score (sum of all scores assigned above):** \_\_\_\_\_

**Average Score: (Total Score / 9):** \_\_\_\_\_

<b>Low</b> <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>High</b> <b>5</b>

**Note:** The scoring above is intended solely for consideration along with other relevant factors that may pertain as part of the Board’s deliberations on a proposed project.