



**AGENDA**  
**TYPE A ECONOMIC DEVELOPMENT CORPORATION BOARD**  
**COUNCIL CHAMBERS**  
**AUGUST 08, 2022**  
**6:30 PM**

The Joshua Type A Economic Development Corporation will hold a Regular Meeting in the Council Chambers, located at 101 S. Main St., Joshua, Texas, on August 8, 2022. This meeting is subject to the open meeting laws of the State of Texas.

Individuals may attend the Joshua Type A EDC meeting in person or access the meeting via videoconference or telephone conference call.

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/86192144025?pwd=K1NZcG85OGJrTCtHbVErVFhER3Nxdz09>

Meeting ID: 861 9214 4025 Passcode: 455475

**A member of the public who would like to submit a question on any item listed on this agenda may do so via the following options:**

**Online:** An online speaker card may be found on the City's website ([cityofjoshuatx.us](http://cityofjoshuatx.us)) on the Agenda/Minutes/Recordings page. Speaker cards received will be read during the meeting in the order received by the City Secretary.

**By phone:** Please call 817/558-7447 ext. 2003 no later than 5:00 pm on the meeting day and provide your name, address, and question. The City Secretary will read your question in the order they are received.

**A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

**B. CITIZENS FORUM**

*The Economic Development Corporation invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the Economic Development Corporation is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. No Corporation deliberation is permitted. Each person will have 3 minutes to speak.*

**C. REGULAR AGENDA**

- 1.** Discuss and review the YTD Financial Statements for July 2022.
- 2.** Discuss, consider, and possible action on meeting minutes of April 11, 2022, and July 11, 2022.
- 3.** Discuss, consider, and possible action on the FY 2022-23 Proposed Budget (Staff resource: M. Peacock)
- 4.** Discuss, consider, and possible action on the policy for the Façade Improvement Program.

**D. EXECUTIVE SESSION**

1. The Type A Economic Development Corporation of the City of Joshua will recess into Executive Session (Closed Meeting) pursuant to the provisions of chapter 551, Subchapter D, Texas Government Code, to discuss the following:
  - a. Pursuant to Section 551.072 of the Texas Government Code to discuss or deliberate the purchase, exchange, lease, or value of real property.

**E. RECONVENE INTO REGULAR SESSION**

1. In accordance with Texas Government Code, Section 551, the Type A Economic Development Corporation will reconvene into regular session and consider action, if any, on matters discussed in executive session.

**F. FUTURE AGENDA ITEMS/REQUESTS BY DIRECTORS TO BE ON THE NEXT AGENDA**

*(Members shall not comment upon, deliberate, or discuss any item that is not on the agenda. Members shall not make routine inquiries about operations or project status on an item that is not posted. However, any Members may state an issue and a request that this issue is placed on a future agenda.)*

**G. ADJOURN**

The Type A Economic Development Corporation reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including 551.071 (private consultation with the attorney for the City); 551.072 (discussing the purchase, exchange, lease or value of real property); 551.074 (discussing personnel or to hear complaints against personnel); and 551.087 (discussing economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

Pursuant to Section 551.127, Texas Government Code, one or more Directors may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting. In addition, a quorum will be physically present at the posted meeting location of City Hall.

In compliance with the Americans with Disabilities Act, the City of Joshua will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 817/558-7447.

**CERTIFICATE:**

I hereby certify that the above agenda was posted on the 4th day of August 2022, by 5:00 p.m. on the official bulletin board at the Joshua City Hall, 101 S. Main, Joshua, Texas.

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Alice Holloway, TRMC, MMC  
City Secretary

City of Joshua  
 Financial Statement  
 As of July 31, 2022

8/2/2022 4

Item 1.

<b>200 - 4A Economic Development</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Tax Revenue	52,018.71	41,650.00	10,368.71	522,263.62	500,000.00	104.45%	(22,263.62)
Investment Earnings	143.37	83.30	60.07	385.72	1,000.00	38.57%	614.28
Miscellaneous	0.00	0.00	0.00	400,752.00	0.00	0.00%	(400,752.00)
Revenue Totals	<u>52,162.08</u>	<u>41,733.30</u>	<u>10,428.78</u>	<u>923,401.34</u>	<u>501,000.00</u>	<u>184.31%</u>	<u>(422,401.34)</u>
<b>Expense Summary</b>							
Debt Service	34,516.00	0.00	34,516.00	140,159.00	140,159.00	100.00%	0.00
Miscellaneous	406.10	33,685.77	(33,279.67)	121,164.38	327,467.00	37.00%	206,302.62
Joshua Station Development	1,841.17	1,666.00	175.17	20,148.50	20,000.00	100.74%	(148.50)
Economic Development	434.00	4,548.26	(4,114.26)	35,188.02	54,601.00	64.45%	19,412.98
Transfers Out	0.00	48,500.00	(48,500.00)	0.00	205,000.00	0.00%	205,000.00
Expense Totals	<u>37,197.27</u>	<u>88,400.03</u>	<u>(51,202.76)</u>	<u>316,659.90</u>	<u>747,227.00</u>	<u>42.38%</u>	<u>430,567.10</u>

City of Joshua  
 Financial Statement  
 As of July 31, 2022

8/2/2022 4

Item 1.

<b>200 - 4A Economic Development</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Tax Revenue</b>							
200-4003 Sales Tax	52,018.71	41,650.00	10,368.71	522,263.62	500,000.00	104.45%	(22,263.62)
Tax Revenue Totals	52,018.71	41,650.00	10,368.71	522,263.62	500,000.00	104.45%	(22,263.62)
<b>Investment Earnings</b>							
200-4600 Interest Income	143.37	83.30	60.07	385.72	1,000.00	38.57%	614.28
Investment Earnings Totals	143.37	83.30	60.07	385.72	1,000.00	38.57%	614.28
<b>Miscellaneous</b>							
200-4901 Misc. Revenue	0.00	0.00	0.00	400,752.00	0.00	0.00%	(400,752.00)
Miscellaneous Totals	0.00	0.00	0.00	400,752.00	0.00	0.00%	(400,752.00)
Revenue Totals	52,162.08	41,733.30	10,428.78	923,401.34	501,000.00	184.31%	(422,401.34)

City of Joshua  
 Financial Statement  
 As of July 31, 2022

8/2/2022 4:56:

Item 1.

<b>200 - 4A Economic Development Non-Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Debt Service	34,516.00	0.00	34,516.00	140,159.00	140,159.00	100.00%	0.00
Economic Development	434.00	4,548.26	(4,114.26)	35,188.02	54,601.00	64.45%	19,412.98
Joshua Station Development	1,841.17	1,666.00	175.17	20,148.50	20,000.00	100.74%	(148.50)
Miscellaneous	406.10	33,685.77	(33,279.67)	121,164.38	327,467.00	37.00%	206,302.62
<b>Non-Departmental Totals</b>	<u>37,197.27</u>	<u>39,900.03</u>	<u>(2,702.76)</u>	<u>316,659.90</u>	<u>542,227.00</u>	<u>58.40%</u>	<u>225,567.10</u>
<b>200 - 4A Economic Development General Non-Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Transfers Out	0.00	48,500.00	(48,500.00)	0.00	205,000.00	0.00%	205,000.00
<b>General Non-Departmental Totals</b>	<u>0.00</u>	<u>48,500.00</u>	<u>(48,500.00)</u>	<u>0.00</u>	<u>205,000.00</u>	<u>0.00%</u>	<u>205,000.00</u>
<b>Expense Total</b>	<u>37,197.27</u>	<u>88,400.03</u>	<u>(51,202.76)</u>	<u>316,659.90</u>	<u>747,227.00</u>	<u>42.38%</u>	<u>430,567.10</u>

City of Joshua  
 Financial Statement  
 As of July 31, 2022

8/2/2022 4:

Item 1.

<b>200 - 4A Economic Development Non-Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-00-5574 2018 Revenue Bonds -	34,516.00	0.00	34,516.00	70,159.00	70,159.00	100.00%	0.00
200-00-5574 2018 Revenue Bonds -	0.00	0.00	0.00	70,000.00	70,000.00	100.00%	0.00
200-00-5840 380 Agreement Expenses	0.00	1,066.72	(1,066.72)	4,386.92	7,467.00	58.75%	3,080.08
200-00-5860 Joshua Station Utilities	1,841.17	1,666.00	175.17	18,438.60	20,000.00	92.19%	1,561.40
200-00-5860 Joshua Station Development	0.00	0.00	0.00	1,709.90	0.00	0.00%	(1,709.90)
200-00-5880 Facade Grant Funding	0.00	14,285.72	(14,285.72)	0.00	100,000.00	0.00%	100,000.00
200-00-5909 Miscellaneous Expense	46.10	0.00	46.10	384.74	0.00	0.00%	(384.74)
200-00-5920 Downtown Infrastructure	0.00	17,500.00	(17,500.00)	109,400.00	210,000.00	52.10%	100,600.00
200-00-5930 Advertising	360.00	833.33	(473.33)	6,992.72	10,000.00	69.93%	3,007.28
200-00-5955 Type A Administrative	434.00	4,548.26	(4,114.26)	35,188.02	54,601.00	64.45%	19,412.98
Non-Departmental Totals	<u>37,197.27</u>	<u>39,900.03</u>	<u>(2,702.76)</u>	<u>316,659.90</u>	<u>542,227.00</u>	<u>58.40%</u>	<u>225,567.10</u>

City of Joshua  
 Financial Statement  
 As of July 31, 2022

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Item 1.

<b>200 - 4A Economic Development General Non-Departmental</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-02-5975 Transfer To General Fund	0.00	11,000.00	(11,000.00)	0.00	55,000.00	0.00%	55,000.00
200-02-5979 Transfer To Capital	0.00	37,500.00	(37,500.00)	0.00	150,000.00	0.00%	150,000.00
General Non-Departmental Totals	0.00	48,500.00	(48,500.00)	0.00	205,000.00	0.00%	205,000.00
Expense Totals	37,197.27	88,400.03	(51,202.76)	316,659.90	747,227.00	42.38%	430,567.10



**MINUTES**  
**TYPE A ECONOMIC DEVELOPMENT CORPORATION BOARD**  
**COUNCIL CHAMBERS**  
**JULY 11, 2022**  
**6:30 PM**

**PRESENT**

President Shelly Anderson  
 Place 3 Johnny Waldrip  
 Place 4 Linda Childers  
 Place 6 Angela Nichols

**STAFF**

Mike Peacock, City Manager  
 Molly Martin, EDC Director  
 Alice Holloway, City Secretary

**ABSENT**

Place 1 David Morgan  
 Place 5 Esley Henderson  
 Place 7 Aleshia Heyes

The Joshua Type A Economic Development Corporation will hold a Regular Meeting in the Council Chambers of Joshua City Hall, located at 101 S. Main St., Joshua, Texas, on July 11, 2022. This meeting is subject to the open meeting laws of the State of Texas.

Individuals may attend the Joshua Type A EDC meeting in person or access the meeting via videoconference or telephone conference call.

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<https://us02web.zoom.us/j/86400895904?pwd=YXZyOUZozZEkwUDZTQVNmZnp6dmk1QT09>

Meeting ID: 86400895904 Passcode: 769855

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**By phone:** Please call 817/558-7447 ext. 2003 no later than 5:00 pm on the meeting day and provide your name, address, and question. The City Secretary will read your question in the order they are received.

**A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

President Anderson announced a quorum and called the meeting to order at 6:31 pm.

**B. CITIZENS FORUM**

*The Economic Development Corporation invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the Economic Development Corporation is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the*



City’s existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Corporation deliberation is permitted. Each person will have 3 minutes to speak.

**C. REGULAR AGENDA**

- 1. Discuss, consider, and possible action on meeting minutes of April 18, 2022.

Motion made by Director Nichols to approve the meeting minutes of April 18, 2022. Seconded by Director Childers.

Voting Yea: Director Anderson, Director Waldrip, Director Childers, Director Nichols

- 2. Review and discuss questions related to the budget report and financial statement for June 2022. (Staff Resource: M. Peacock)

City Manager Peacock stated that the tax collection projection for the current month is over thirty percent. In addition, the final payment to Retail Connection has been made.

**D. EXECUTIVE SESSION**

Director Anderson announced that the EDC Type A will recess into Executive Session at 6:38 pm.

- 1. 1.The Type A Economic Development Corporation of the City of Joshua will recess into Executive Session (Closed Meeting) pursuant to the provisions of chapter 551, Subchapter D, Texas Government Code, to discuss the following:

- a. Pursuant to Section 551.072 of the Texas Government Code to discuss or deliberate the purchase, exchange, lease, or value of real property.

Director Anderson announced that the EDC Type A will recess into Executive Session at 6:38 pm.

**E. RECONVENE INTO REGULAR SESSION**

- 1. 1. In accordance with Texas Government Code, Section 551, the Type A Economic Development Corporation will reconvene into regular session and consider action, if any, on matters discussed in executive session.

Director Anderson reconvened the meeting into regular session at 7:04 pm.

No action taken as a result of the Executive Session.

**F. FUTURE AGENDA ITEMS/REQUESTS BY DIRECTORS TO BE ON THE NEXT AGENDA**

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NA

**G. ADJOURN**

Director Anderson adjourned the meeting at 7:04 pm.

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Shelly Anderson,

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Alice Holloway, TRMC, MMC  
City Secretary



**MINUTES**  
**TYPE A ECONOMIC DEVELOPMENT CORPORATION BOARD**  
**COUNCIL CHAMBERS**  
**APRIL 11, 2022**  
**6:30 PM**

**PRESENT**

President Shelly Anderson  
 Place 1 David Morgan  
 Place 3 Johnny Waldrip  
 Place 4 Linda Childers  
 Place 6 Angela Nichols

**STAFF**

Mike Peacock, City Manager  
 Molly Martin, EDC Director  
 Alice Holloway, City Secretary

**ABSENT**

Place 5 Esley Henderson  
 Place 7 Aleshia Heyes

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Meeting ID 840 5753 7508 Passcode 809621 or dial 346-248-7799

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**B. CITIZENS FORUM**

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City’s existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Corporation deliberation is permitted. Each person will have 3 minutes to speak.

NA

**C. REGULAR AGENDA**

- 1. Discuss and review the YTD Financial Statements of March 2022.

City Manager presented the YTD Financial Statement and gave brief update on sales tax collections.

- 2. Discuss, consider, and possible action on the meeting minutes of January 10, 2022, and January 27, 2022, Meeting.

Motion made by Director Waldrip to approve the meeting minutes of January 10, 2022, and January 27, 2022. Seconded by Director Nichols.

Voting Yea: Director Anderson, Director Morgan, Director Waldrip, Director Childers, Director Nichols

- 3. Discuss, consider, and possible action on approving the annual partnership service agreement between the Fort Worth Chamber and the City of Joshua Economic Development Corporation in the amount of \$1,500.

Motion made by Director Nichols to approve the annual partnership service agreement, Seconded by Director Childers.

Voting Yea: Director Anderson, Director Morgan, Director Waldrip, Director Childers, Director Nichols

- 4. Discuss, consider, and possible action on a Budget Amendment for FY 2021-22.

Motion made by Place 3 Waldrip to approve Budget Amendment for FY 2021-22., Seconded by Director Childers.

Voting Yea: Director Anderson, Director Morgan, Director Waldrip, Director Childers, Director Nichols

- 5. Discussion on the draft Façade Grant Program.

EDC Director Martin handed out a draft copy of a Façade Grant Program. In addition, she asked the commission to take it home and after reviewing the document, to email her any questions or comments they may have.

**D. FUTURE AGENDA ITEMS/REQUESTS BY DIRECTORS TO BE ON THE NEXT AGENDA**

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NA

**E. ADJOURN**

Director Anderson adjourned the meeting at 6:59 pm.

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Shelly Anderson  
EDC President

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Alice Holloway, TRMC, MMC  
City Secretary

Approved: August 08, 2022

## TYPE A ECONOMIC DEVELOPMENT

	2020-2021 Audited	2021-2022 Amended Budget	2022-2023 Proposed Budget	Variance Proposed to Amended
<b>REVENUES</b>				
200-4003 Sales Tax	\$517,439.16	\$500,000.00	\$625,000.00	\$125,000.00
200-4600 Interest Income	\$66.02	\$1,000.00	\$500.00	-\$500.00
200-4901 Miscellaneous Revenue	\$0.10	\$0.00	\$100,000.00	\$100,000.00
200-4904 Proceeds from Disposal	\$798,961.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,316,466.28</b>	<b>\$501,000.00</b>	<b>\$725,500.00</b>	<b>\$224,500.00</b>
<b>EXPENDITURES</b>				
<b>Joshua Station Development</b>				
200-00-5574.01 2018 Revenue Bonds -Principal	\$65,000.00	\$70,000.00	\$70,000.00	\$0.00
200-00-5574.02 2018 Revenue Bonds - Interest	\$72,270.70	\$70,159.00	\$67,870.00	-\$2,289.00
200-00-5600 Capital Outlay	\$0.00	\$0.00	\$30,000.00	\$30,000.00
200-00-5860 Joshua Station Development	\$39,282.36	\$0.00	\$15,000.00	\$15,000.00
200-00-5860.01 Joshua Station Utilities	\$17,251.90	\$20,000.00	\$20,000.00	\$0.00
	<b>\$193,804.96</b>	<b>\$160,159.00</b>	<b>\$202,870.00</b>	<b>\$42,711.00</b>
<b>Expand Business</b>				
200-00-5840 380 Agreement Expenses	\$0.00	\$7,467.00	\$9,800.00	\$2,333.00
200-00-5880 Façade Grant Funding	\$0.00	\$100,000.00	\$100,000.00	\$0.00
200-00-5853 Joshua Area Chamber of Commerce	\$0.00	\$0.00	\$18,000.00	\$18,000.00
200-00-5930 Advertising & Promotions	\$0.00	\$10,000.00	\$40,000.00	\$30,000.00
	<b>\$0.00</b>	<b>\$117,467.00</b>	<b>\$167,800.00</b>	<b>\$50,333.00</b>
<b>Administrative</b>				
200-00-5150 Training & Travel	\$0.00	\$0.00	\$7,000.00	\$7,000.00
200-00-5160 Dues & Subscriptions	\$312.01	\$0.00	\$4,125.00	\$4,125.00
200-00-5909 Miscellaneous	\$0.00	\$0.00	\$500.00	\$500.00
200-00-5955 Administrative	\$9,950.63	\$54,601.00	\$25,000.00	-\$29,601.00
	<b>\$10,262.64</b>	<b>\$54,601.00</b>	<b>\$36,625.00</b>	<b>-\$17,976.00</b>
<b>Transfers</b>				
200-02-5975 Transfer to General Fund	\$30,000.00	\$55,000.00	\$78,210.00	\$23,210.00
200-02-5979 Transfer to Capital Improvement Func	\$300,000.00	\$150,000.00	\$0.00	-\$150,000.00
	<b>\$330,000.00</b>	<b>\$205,000.00</b>	<b>\$78,210.00</b>	<b>-\$126,790.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$534,067.60</b>	<b>\$537,227.00</b>	<b>\$485,505.00</b>	<b>-\$51,722.00</b>
<b>REV OVER (UNDER) EXP</b>	<b>\$782,398.68</b>	<b>(\$36,227.00)</b>	<b>\$239,995.00</b>	<b>\$276,222.00</b>



## POLICY FOR THE FAÇADE IMPROVEMENT PROGRAM

### **I. GENERAL PURPOSE AND OBJECTIVES**

A. The purpose of the Façade Improvement Program (“Façade Improvement Program”) is to encourage local businesses to improve storefronts/façades in eligible areas, and to promote commercial revitalization and economic development. The Façade Improvement Program is funded with revenues generated from the City General Fund, ARPA funding and Type A EDC funds. Revenues from the “ARPA Funds” are deemed “Grant Revenues” and can only be spent on specific uses allowed by law.

B. The City of Joshua (“City”) may use Grant Revenues as follows:

1. for community or economic development activities
2. For projects that include private investment.

### **II. DEFINITIONS**

*“Building” means, for funding purposes, a contiguous structure with shared walls, not including firewalls.*

*“Eligible Improvements” means any construction or aesthetic alteration made to the side of the building parallel to the primary right-of-way and improvements to the interior wall of the façade caused as a result of improvements to the façade, as approved by City staff through the application process.*

*“Developer” means a legal entity/party that enters into the Reimbursement Agreement with the City to receive funds from the Façade Improvement Program.*

*“Façade” means the portion of the building parallel to the primary right-of-way as determined by City.*

*“Owner” means the legal owner of the property on which the Project is located.*

*“Project” means the City approved improvements to the building eligible for Façade Improvement Program funds.*

**III. ELIGIBLE PROJECTS**

A. Eligible Projects. In order for a Project to be considered for funding under the Façade Improvement Program, it must meet the following criteria:

1. The use of the property must be following the City’s Zoning Ordinance.
2. The Developer:
  - a. must invest its own funds on Eligible Improvements.
  - b. must submit a complete application to the city.
  - c. must not be delinquent in paying property taxes for any property owned by the Developer; and
  - d. must not have any City liens filed against any property owned by the Developer, including but not limited to weed liens, demolition liens, board-up/open structure liens and paving liens.
3. No delinquent taxes shall be owed for the property on which the Project is located.

**IV. ELIGIBLE IMPROVEMENTS AND EXPENDITURES**

A. Eligible Improvements. Eligible improvements are limited to the following:

1. signage attached to the facade.
2. painting.
3. siding.
4. brick/stone/masonry.
5. glass.
6. windows.
7. doors.
8. trim.
9. awnings.
10. structural improvements to façade; or
11. exterior lighting attached to the façade.

B. Ineligible Improvements:

1. exterior improvements located on the sides or rear of buildings.
2. interior improvements.
3. Landscaping (Unless with an approved maintenance Agreement)



## **V. SELECTION PROCESS**

A. Application. A complete application must be submitted along with the following attachments:

1. proof of ownership and/or occupancy such as deed/lease; If the Developer does not own the property on which the Project is located, the Developer must provide proof satisfactory to City that the proposed improvements are allowed and authorized by the Owner.
2. detailed explanation of proposed improvements.
3. renderings, elevations, drawings etc. for proposed improvements.
4. photographs of existing conditions; and
5. construction cost breakdown that differentiates Eligible Improvements from other improvements if any.

B. Denied Applications.

1. Applications will be denied 30 days after submission if all required documentation is not received by the City.
2. Applicants will have 60 days after the date of denial to resubmit applications without paying a new application fee.

C. Design Review Committee. A Design Review Committee composed of City staff will review the complete application to ensure Project eligibility and feasibility. The Committee will develop guidelines and objectives for the Façade Improvement Program. Projects will be selected on a first come, first served basis of completed applications and will be approved based upon designs that meet the purpose and objectives of the Façade Improvement Program.

D. Applicants will be notified in writing of the City's decision.

E. If City staff denies the application, then Applicant may appeal the denial to the City's Type A EDC Board directly. The Type A EDC Board will make the final determination for approval or denial of the application.

## **VI. REIMBURSEMENT OF ELIGIBLE FAÇADE IMPROVEMENTS**

A. Funding for a Project is subject to availability and will be allocated on a first come, first approved basis. Once an application is approved, in order to participate in Façade Improvement Program, a Reimbursement Agreement outlining the terms and conditions of City providing funds to the Project must be executed by the Owner. Funding for the Project will be set



aside so long as construction permits are pulled, or work has commenced on the façade within 180 days of Project approval.

B. City shall reimburse Developer on Eligible Improvements at the completion of the Project. City shall only reimburse for eligible façade improvements and shall not reimburse any funds spent on improvements made to other portions of the building.

C. Each Project can receive a maximum of \$5,000 per building for Eligible Improvements. \* *Special approval process for any requests that exceed the \$5,000 limit, based on available funding.*

D. Funds will be paid to Developer after all improvements have been made and approved by City and the terms of the Reimbursement Agreement have been met.

E. In order to receive funds, Developer must provide proof of expenditures for Eligible Improvements with supporting documentation which may include:

1. itemized invoices that differentiate Eligible Improvements versus other improvements.
2. cleared checks and/or bank statements.
3. release of liens for the work performed, if any.
4. certificate of occupancy.
5. final inspection report from City; and
6. photographs of completed Eligible Improvements.

#### VII. REQUIREMENTS FOR APPROVED PROJECTS

**A. Approvals.** Prior to construction commencement, all federal, state, and/or local approvals necessary to complete the improvements must be provided. Approvals could include:

1. City’s Heritage Preservation Commission.
2. City’s Planning & Zoning Commission.
3. City’s Development Services Department
4. Permitting.

**B. Project Completion.** The completion date of the improvements to be constructed will be determined on a case-by-case basis and will be included in the Reimbursement Agreement. If the Project is not completed by this date, then the Project will be ineligible for funding, but City staff in its sole discretion may extend this date upon written request from the Developer.



**City of Joshua  
Façade Improvement Grant Program  
Application**

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**1. Applicant Information:**

Developer/Tenant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Agent (if any) \_\_\_\_\_

Address: \_\_\_\_\_

**2. Property Owner Information (may be same as above):**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Property Owner or Agent Signature: \_\_\_\_\_

*(If signed by agent, attach written authorization from owner to act on owner's behalf).*

**3. Property Information:**

Property Address: \_\_\_\_\_

Building or Business Name and Use: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

*(Lot, Block, Subdivision or Abstract Name and Number)*

Johnson County Appraisal District Account Number (8 digit) \_\_\_\_\_

**Incomplete applications will not be processed for certification until all required documents shown in the check list below are submitted. If all documents are not submitted within 30 days after the application is received, the application will be automatically denied. Funding for project will only be set aside as long as construction permits are pulled, or work has commenced on the façade within 180 days of project approval.**



1. Total Development cost of project improvements: \_\_\_\_\_

2. Total development cost of eligible improvements: \_\_\_\_\_

Please provide project details and amount of capital investment in the following chart:

Items	Amount	Notes
a. _____	\$ _____	_____
b. _____	\$ _____	_____
c. _____	\$ _____	_____
d. _____	\$ _____	_____
e. _____	\$ _____	_____
f. _____	\$ _____	_____
<b>TOTAL</b>	<b>\$ _____</b>	

**2. Application Checklist- Please submit the following documentation:**

- \_\_\_ Completed Application form.
- \_\_\_ If application is made by a tenant, copy of the lease agreement along with a signed letter from owner.
- \_\_\_ Photograph of existing conditions.
- \_\_\_ Detailed explanation of improvements including renderings, elevations, drawings, etc.
- \_\_\_ Cost breakdown including cost estimates of all proposed improvements.
- \_\_\_ Proposed timeline for completion of improvements including start date and completion date.

**3. Applicant Certification:**

The application certifies that all information in this application and all information furnished in support of this application is true and complete to the best of the applicant’s knowledge and belief.

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

**Note: Be advised that application submitted is subject to the Open Records Act and as a result, may become public information within the limits of the law.**