

**NOTICE OF REGULAR TOMBALL ECONOMIC DEVELOPMENT  
CORPORATION MEETING**



**Tuesday, January 13, 2026  
5:30 PM**

Notice is hereby given of a meeting of the Tomball Economic Development Corporation, to be held on Tuesday, January 13, 2026 at 5:30 PM, City Hall, 401 Market Street, Tomball, TX 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball Economic Development Corporation reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

**THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF TOMBALL, TEXAS, WILL CONDUCT THE MEETING SCHEDULED FOR JANUARY 13, 2026, 5:30 PM, AT 401 MARKET STREET, TOMBALL, TEXAS, 77375. THIS MEETING AGENDA AND THE AGENDA PACKET ARE POSTED ONLINE AT:**

**<HTTPS://TOMBALLTX.GOV/ARCHIVE.ASPX?AMID=38>**

**A RECORDING OF THE MEETING WILL BE MADE AND WILL BE AVAILABLE TO THE PUBLIC IN ACCORDANCE WITH THE OPEN MEETINGS ACT UPON WRITTEN REQUEST.**

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 860 3726 9051 Passcode: 555962. The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

- A. Call to Order
- B. Invocation
- C. Pledges
- D. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place*

## Regular Tomball Economic Development Corporation Meeting

January 13, 2026 | Agenda

Page 2 of 3

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*on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*

E. Reports and Announcements

F. Reports by TEDC Staff:

- [1.](#) Winter 2025 Newsletter
- [2.](#) Tomball Legacy Square Advisory Committee Meeting #1 – January 15, 2026 – 10:00 a.m.
- [3.](#) TEDC Webinar #3 – Andrew Brockenbush – AI for Small Business: A Deep Dive Into ChatGPT, Prompt Tricks & Emerging AI Tools – February 17, 2026

G. Approval of Minutes

- [4.](#) Regular Tomball EDC Meeting of November 18, 2025

H. New Business

- [5.](#) Presentation by Ray Methvin of Insyteful regarding the Target Industry Analysis Report prepared for the Tomball Economic Development Corporation.
- [6.](#) Consideration and possible action to approve the Tomball Economic Development Corporation Incentive Policy.
- [7.](#) Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with the City of Tomball to make direct incentives to, or expenditures for property acquisition for the future development of a public safety complex to be located at or near 810 W Main Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$2,300,000.00.  
- Public Hearing
- [8.](#) Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for Tomball Group, LLC to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 209 Market Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$50,000.00.  
- Public Hearing
- [9.](#) Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for Tomball Social

Haus to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 209 Fannin Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$26,507.50.

- Public Hearing

10. EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by Title 5, Chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following purpose:

- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.

- Section 551.087, - Deliberation regarding Economic Development negotiations.

11. Reconvene into regular session and take action, if necessary, on items discussed in Executive Session.

I. Adjournment

### **CERTIFICATION**

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 7th day of JANUARY 2026 by 5:30 PM, and remained posted for at least 72 continuous business hours preceding the scheduled time of said meeting.

Kelly Violette  
Executive Director

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 290-1019 for further information.

AGENDAS MAY BE VIEWED ONLINE AT [www.ci.tomball.tx.us](http://www.ci.tomball.tx.us).

# Regular Tomball EDC Agenda Item Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Winter 2025 Newsletter

**Background:**

**Origination:**

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed _____	Approved by _____
Staff Member-TEDC _____	Executive Director-TEDC _____
Date _____	Date _____



# Regular Tomball EDC Agenda Item Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Tomball Legacy Square Advisory Committee Meeting #1 – January 15, 2026 – 10:00 a.m.

**Background:**

**Origination:**

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed _____	Approved by _____
Staff Member-TEDC _____	Executive Director-TEDC _____
Date _____	Date _____

# Regular Tomball EDC

## Agenda Item

## Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

TEDC Webinar #3 – Andrew Brockenbush – AI for Small Business: A Deep Dive Into ChatGPT, Prompt Tricks & Emerging AI Tools – February 17, 2026

**Background:**

**Origination:**

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

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Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed _____	Approved by _____
Staff Member-TEDC _____	Executive Director-TEDC _____
Date _____	Date _____

# Regular Tomball EDC Agenda Item Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Regular Tomball EDC Meeting of November 18, 2025

**Background:**

**Origination:** Kelly Violette, Executive Director

**Recommendation:**

Approval of the Minutes for the Meeting of November 18, 2025

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed	_____	Approved by	_____
	Staff Member-TEDC		Executive Director-TEDC
	Date		Date

**NOTICE OF REGULAR TOMBALL ECONOMIC DEVELOPMENT  
CORPORATION MEETING**



**Tuesday, November 18, 2025  
5:00 PM**

Notice is hereby given of a meeting of the Tomball Economic Development Corporation, to be held on Tuesday, November 18, 2025 at 5:00 PM, City Hall, 401 Market Street, Tomball, TX 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball Economic Development Corporation reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

**THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF TOMBALL, TEXAS, WILL CONDUCT THE MEETING SCHEDULED FOR NOVEMBER 18, 2025, 5:00 PM, AT 401 MARKET STREET, TOMBALL, TEXAS, 77375. THIS MEETING AGENDA AND THE AGENDA PACKET ARE POSTED ONLINE AT:**

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**A. Call to Order**

President Covington called the meeting to order at 5:01 p.m.

**PRESENT:**

President Lisa Covington

Vice President Danny Hudson

Secretary Bill Sumner

Treasurer Latrell Shannon  
Member Brock Hendrickson  
Member Wayne Hall  
Member Becky Clepper

**TEDC STAFF PRESENT:**

Kelly Violette  
Tiffani Wooten  
Tori Gleason  
McKayley Dannelley

**OTHERS PRESENT:**

Bragg Farmer – City Finance Director  
Tom Condon  
Derek Hoelscher  
Mark Hoelscher  
Cheryl Murchison  
Amanda Kelly  
Bryan Hutson  
Matt Davis  
Hal Aber  
Paul Michna  
Delphine Michna  
Kay Glasscock  
James Mohrfeld  
Eric Sundin  
Lorel Hohl  
Scott Nixdorf  
Michael Pierce  
John Reed  
Ro Rueda  
Florine Ellis  
Ester Mera  
Jennifer Moorehead  
Patrick Howard  
Sarah Skinner  
Stephanie Skinner  
Kayla Thompson  
Lauren Thompson  
Javier Ramirez  
Cody Miller  
Gene Reyes  
Lisa Daniels  
Colleen Pye

Rosalie Dillon  
Angelle Farrell  
Lisa Morales  
Ella Farrell  
Bruce Deckard (via Zoom)  
Kaela Olson (via Zoom)

B. Invocation

Board Member Clepper led the invocation.

C. Pledges

Kelly Violette led the pledge of allegiance to both flags.

D. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*

President Covington opened the public hearing at 5:02 p.m.

The following comments were received:

Hal Aber, 6905 Tournament Dr., Houston, Texas 77069 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Patrick Howard, 13602 Country Pine Ct., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Lorel Hohl, 13607 Lost Creek Rd., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Javier Ramirez, 18302 Sessile Oak Dr., Tomball, Texas 77377 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Paul Michna, 1325 Virgie Community, Magnolia, Texas 77354 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Scott Moore, 404 S Pine St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Gene Reyes, 515 Pecan St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Michael Pierce, 13607 Arcott Bend, Tomball, Texas 77377 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Amanda Kelly, 19710 Rippling Brook Ln., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Matt Davis, 111 West Main St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

John Reed, 515 Kane St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Lisa Daniels, 403 Epps St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Colleen Pye, 411 Fannin St., Unit A, Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Kay Glasscock, 616 S Walnut St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Florine Ellis, 415 Baker Dr., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Ester Mera, 515 Kane St., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Rosalie Dillon, 14166 Turnervine, Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Cody Miller, 13311 Pine Lake Bend, Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Stephanie Skinner, 22410 Willow Creek Bridge Ln., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

James Mohrfeld, 14406 Spring Mountain Dr., Tomball, Texas 77377 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Eric Sundin, 15303 Parkville Dr., Houston, Texas 77068 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Angelle Farrell, 15414 Winterhaven Dr., Tomball, Texas 77377 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Jennifer Moorehead, 6623 Greencreek Meadows Dr., Spring, Texas 77379 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Lisa Morales, 18631 Summercliff Ln., Tomball, Texas 77377 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Kayla Thompson, 418 Cherry Springs Ln., Spring, Texas 77373 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Sarah Skinner, 22410 Willow Creek Bridge Ln., Tomball, Texas 77375 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

Ella Farrell, 15414 Winterhaven Dr., Tomball, Texas 77377 – Expressed interest in serving on the Tomball Legacy Square Advisory Committee.

President Covington closed the public hearing at 5:59 p.m.

E. Approval of Minutes

Motion made by Treasurer Shannon, Seconded by Secretary Sumner.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

1. Regular Tomball EDC Meeting of August 19, 2025
2. Special Joint Tomball EDC & Tomball City Council Meeting of September 2, 2025
3. Special Tomball EDC Meeting of September 23, 2025
4. Special Joint Tomball EDC and Tomball City Council Meeting of October 2, 2025

F. New Business

5. Consideration and possible action to appoint members to the Tomball Legacy Square Advisory Committee.

Motion made by Vice President Hudson to amend the Tomball Legacy Square Advisory Committee composition from two student positions to one student position, seconded by Board Member Clepper. The motion carried unanimously.

Motion made by Vice President Hudson to appoint the following resident positions, Bill Hightower (2-year term), Belinda Abbott-Shaw (1-year term), Lorel Hall (2-year term), and Florine Ellis (1-year term), seconded by Board Member Hall. The motion carried unanimously.



Motion made by Board Member Hall to appoint the following business owner positions, Matt Davis (2-year term), Bryan Hutson (1-year term), and Patrick Howard (1-year term), seconded by Vice President Hudson. The motion carried unanimously.

Motion made by Board Member Hendrickson to appoint the following other positions, Esther Mera (2-year term), Hal Aber (2-year term), and Lisa Morales (2-year term), seconded by Vice President Hudson. The motion carried unanimously.

Motion was made by Board Member Hendrickson to appoint Kayla Thompson (1-year term) to the student position, seconded by Vice President Hudson. The motion carried unanimously.

Motion was made by Board Member Hendrickson to appoint the following to alternate positions, Ella Farrell, Kay Glasscock, and Michael Dean Pierce, seconded by Secretary Sumner. The motion carried unanimously.

NAME	TERM
1. Belinda Abbott-Shaw	1 – Year Term
2. Benjamin Sedberry	1 – Year Term
3. Bryan Hutson	1 – Year Term
4. Florine Ellis	1 – Year Term
5. Kayla Thompson	1 – Year Term
6. Patrick Howard	1 – Year Term
7. Bill Hightower	2 – Year Term
8. Esther Mera	2 – Year Term
9. Hal Aber	2 – Year Term
10. Lisa Morales	2 – Year Term
11. Lorel Hohl	2 – Year Term
12. Matt Davis	2 – Year Term
Ella Farrell	Alternate
Kay Glasscock	Alternate
Michael Dean Pierce	Alternate

6. Consideration and possible action regarding changes to the New Business Rental Incentive Program Guidelines and Criteria.

Motion made by Secretary Sumner, Seconded by Member Hendrickson, to delegate application review and approval authority to the Business Retention & Expansion (BR&E) Committee.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

7. Consideration and possible action regarding changes to the Summer Youth Employment Program.

Motion made by Member Clepper, Seconded by Secretary Sumner, to extend the age limit for SYEP Participants from 20 to 22 years old.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

8. Consideration and possible action to appoint Legal Counsel for the Tomball Economic Development Corporation.

Motion made by Vice President Hudson, Seconded by Secretary Sumner, to appoint Messer Fort to serve as TEDC's Legal Counsel.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

9. Consideration and possible action by Tomball EDC to approve, a Resolution of which the caption reads:

“A RESOLUTION OF THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION PROVIDING THE TIME AND PLACE OF THE REGULAR MEETINGS OF THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION IN THE CITY OF TOMBALL, TEXAS FOR THE YEAR 2026.”

Motion made by Member Hendrickson, Seconded by Member Hall.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

10. Presentation by Bragg Farmer, Finance Director, regarding the Tomball EDC 2025-2026 Fiscal Year financial statements.

Presentation item only; no Board action required.

11. Consideration and possible action by Tomball EDC, to approve, as a Project of the Corporation, an agreement with Hoelscher Weatherstrip Manufacturing Co., Inc., to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the expansion of a corporate headquarters facility, located at 2400 S. Persimmon St, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$30,000.00.

Public Hearing

President Covington opened the public hearing at 7:45 p.m. No comments were received. Public hearing was closed at 7:46 p.m.

Motion made by Treasurer Shannon, Seconded by Member Hall.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

12. Consideration and possible action by Tomball EDC, to approve, as a Project of the Corporation, an agreement with Tara Builders, LLC to make direct incentives to, or expenditures for, assistance with infrastructure costs to be required or suitable for the promotion of new or expanded business enterprise related to the development of a multibuilding office/warehouse park to be located at 1711, 1721 and 1801 South Persimmon Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$61,336.00.

Public Hearing

President Covington opened the public hearing at 7:49 p.m. No comments were received. Public hearing was closed at 7:49 p.m.

Motion made by Vice President Hudson, Seconded by Secretary Sumner.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

13. Consideration and possible action by Tomball EDC, to approve, as a Project of the Corporation, an agreement with Maria Jordan MD PA to make direct incentives to, or expenditures for, assistance with infrastructure costs to be required or suitable for the promotion of new or expanded business development related to the development and construction of a medical office building to be located at 0 Alma Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$8,577.00.

Public Hearing

President Covington opened the public hearing at 7:52 p.m. No comments were received. Public hearing was closed at 7:52 p.m.

Motion made by Vice President Hudson, Seconded by Member Clepper.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

14. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Murchison Spice Company to make direct incentives to, or expenditures for, rental assistance for new or expanded business enterprise to be located at 1710 S. Cherry Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$10,000.00.

Public Hearing

President Covington opened the public hearing at 7:57 p.m. No comments were received. Public hearing was closed at 7:57 p.m.

Motion made by Secretary Sumner, Seconded by Member Hendrickson.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

15. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with CKM Property Management, to make direct incentives to, or expenditures for, rental assistance for new or expanded business enterprise to be located at 14011 Park Drive, Suite 112, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$7,299.00.

Public Hearing

President Covington opened the public hearing at 8:01 p.m.

The following comment was received:

James Mohrfeld, 14406 Spring Mountain Dr., Tomball, Texas 77377 – In favor of this project.

President Covington closed the public hearing at 8:02 p.m.

Motion made by Treasurer Shannon, Seconded by Member Hendrickson Hudson.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

16. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Sassy Whiskers Cat Café to make direct incentives to, or expenditures for, rental assistance for new or expanded business enterprise to be located at 412 W Main Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$9,000.00.

#### Public Hearing

President Covington opened the public hearing at 8:04 p.m. No comments were received. Public hearing was closed at 8:05 p.m.

Motion made by Member Hendrickson, Seconded by Secretary Sumner.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

17. TEDC Quarterly update on 2025-2026 Strategic Work Plan.

Tiffani Wooten provided an overview.

Presentation item only; no Board action required.

18. Consideration and possible action by Tomball EDC to approve an amendment to the Commercial Real Estate Listing Agreement with Colliers International for the sale of EDC owned property.

Motion made by Vice President Hudson, Seconded by Member Hall.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

19. Consideration and possible action by Tomball EDC to approve an amendment to the Exclusive Representation Agreement with Colliers International for real estate services related to the acquisition of property within the city limits of or ETJ of Tomball.

Motion made by Member Hall, Seconded by Member Hendrickson.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

20. Consideration and possible action to approve a Request for Qualifications for Strategic Planning Consultant Services for the Tomball Economic Development Corporation.

Motion made by Secretary Sumner, Seconded by Treasurer Shannon.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously.

G. Adjournment

Motion made by Member Hendrickson, Seconded by Member Clepper.

Voting Yea: Vice President Hudson, Secretary Sumner, Treasurer Shannon, Member Hendrickson, Member Hall, Member Clepper.

The motion carried unanimously. Meeting adjourned at 8:17 p.m.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 13th day of NOVEMBER 2025 by 5:00 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Kelly Violette  
Executive Director

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 290-1019 for further information.

AGENDAS MAY BE VIEWED ONLINE AT [www.ci.tomball.tx.us](http://www.ci.tomball.tx.us).

PASSED AND APPROVED this the 13th day of January 2026.

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President, Tomball EDC Board

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Secretary, Tomball EDC Board

# Regular Tomball EDC

## Agenda Item

### Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Presentation by Ray Methvin of Insyteful regarding the Target Industry Analysis Report prepared for the Tomball Economic Development Corporation.

**Background:**

The Tomball Economic Development Corporation (TEDC) has been working with Ray Methvin, CEO of Insyteful, to update our Target Industry Analysis (TIA) report. TEDC previously partnered with Insyteful in 2020 to conduct a comprehensive analysis aimed at identifying and supporting industries that align with Tomball's competitive advantages, workforce strengths, and long-term economic potential. This type of analysis provides critical insight into the industries most likely to be attracted to our area, informs business recruitment strategies, and helps position Tomball as a competitive destination for investment.

Since the original report, significant shifts including the impacts of COVID-19 and broader economic changes have altered regional market dynamics, making a data refresh both timely and necessary. The updated TIA reflects current conditions and will serve as a practical tool for TEDC staff, guiding targeted business attraction efforts and informing marketing materials. Upon completion, the updated analysis will be published on the TEDC website to support transparency and strategic alignment.

**Origination:** Kelly Violette, Executive Director

**Recommendation:** Presentation item only.

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_  
 If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
 Staff Member-TEDC Date Executive Director-TEDC Date



# Regular Tomball EDC

## Agenda Item

### Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Consideration and possible action to approve the Tomball Economic Development Corporation Incentive Policy.

**Background:**

The Tomball Economic Development Corporation (TEDC) has been working with Travis James, Vice President of TXP, Inc., to develop a comprehensive incentive policy that aligns with the City's long-term economic development goals. TXP previously partnered with the City of Tomball during the update of the Comprehensive Plan, providing familiarity with the community's vision and priorities. Mr. James also participated in the TEDC 2025–2026 Strategic Work Plan retreat held in March 2025, offering additional insight into the Board's objectives.

TEDC staff has collaborated closely with Mr. James to develop and finalize a draft incentive policy. The item before the Board is the resulting policy draft, presented for review and discussion, with the intent of establishing a clear and consistent framework to guide future incentive decisions.

**Origination:** Kelly Violette, Executive Director, Tomball Economic Development Corporation

**Recommendation:** Approval of the Tomball Economic Development Corporation Incentive Policy.

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_

To account # \_\_\_\_\_

Signed \_\_\_\_\_

Staff Member-TEDC

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Executive Director-TEDC

Date \_\_\_\_\_

# Proposed Incentive Policy Assessment



## Economic Incentive Policy Analysis

January 2026

Analysis performed by



# **Scope of Research**

1. Reviewed TEDC and City's past use of incentives
2. Reviewed current policies (formal or informal) utilized by TEDC and the City with respect to incentives.
3. Evaluated current incentive use/policies in comparison to existing TEDC and City Council strategic goals, economic vision, and strategic plan.
4. Solicited feedback on observations and preliminary findings from TEDC Board and Tomball City Council.

# **TEDC Assessment and Findings**

1. TEDC offers similar incentive programs to comparable communities.
2. TEDC follows best practices in conducting economic/fiscal impact analyses.
3. TEDC follows best practices in ensuring the community has a positive ROI for each project.
4. TEDC guidelines and application processes are well documented and defined.
5. TEDC approval process for certain programs can be lengthy.

# Other Incentive Findings

1. Depending on land price and location, there may be an opportunity to develop another TEDC business and technology park.
2. The upcoming FM 2920/Main Street Reconstruction Project will likely be disruptive to many businesses.
3. There is strong support for local businesses, providing new offerings to residents, and quality of life projects.
4. Questions were raised regarding both eligibility for and local awareness of TEDC programs.
5. TEDC may benefit from enhanced coordination and communication about activities and programs.

# **Recommendations & Actions**

1. TEDC and City Council should ***develop a shared definition of economic development “success”*** that provides guidance for use of incentives, considering:
  - Return on investment → long-term fiscal sustainability
  - Quality of life projects → attract and retain residents
  - Diverse employment base → live AND work in Tomball
2. Adjust ***TEDC activities and focus areas to align with the newly adopted Tomball Comprehensive Plan.***

# Recommendations & Actions

3. TEDC should ***adopt an ethics policy*** that defines “conflict of interest,” as well as rules for staff and Board members to follow in such situations.
4. TEDC should ***present monthly updates to City Council*** regarding incentive projects and return on investment.
5. TEDC should ***expand marketing and outreach to increase awareness of current programs and incentives offered*** to existing local businesses.

# **Recommendations & Actions**

6. Consider an ***accelerated approval process for some grants and incentives***. Options might include:
  - As-of-right policy determination by TEDC staff
  - Delegation of City Council approvals to City Manager
  - Ratification of TEDC approvals
  - Periodic submission deadlines for grant review
  
7. Create an ***incentive program focused on the redevelopment of older retail centers and commercial corridors***.
  - Focus of this program should be the owners of the shopping center to encourage substantial updates and capital investment in the overall site – not tenant specific.
  - Prioritize high-visibility locations for program.



# Recommendations & Actions

8. TEDC should ***create a Main Street Business Stabilization Program*** to help businesses during TxDOT multi-year reconstruction project.
  - Program should include strategies to improve access, customer parking, and local consumer support.
  - Financial grants to impacted businesses owners.
  - Funding requirements may necessitate multi-year funding plan by TEDC and/or City.
  - Consider reserving some TEDC funds in advance of project to minimize strain during construction period.

# Recommendations & Actions

9. TEDC should ***prioritize its budget around catalytic projects and high ROI investments*** when establishing the annual budget, such as:
  - First Baptist Church
  - South Live Oak Redevelopment
  - Quality-of-life capital improvement projects
10. Consider the expanded use of ***Tax Increment Financing (TIRZ) as an incentive tool*** to support the development of the First Baptist Church and South Live Oak Redevelopment.

# Recommendations & Actions

11. TEDC should consider ***defining the minimum qualifications*** for several incentive programs:

- Job Creation/Retention Performance-Based Grant Program
- Target Infrastructure Grants

# Proposed Incentive Policy Assessment



## Economic Incentive Policy Analysis

January 2026

Analysis performed by



## City of Tomball, Texas Incentive Framework

### **1. Purpose**

Purpose. The Tomball Economic Development Corporation (TEDC) is committed to the attraction and retention of high-quality jobs in all parts of the city and to enhance the quality of life for its citizens. TEDC also seeks transformative public-private partnerships to grow Tomball's tax base, expand economic activity, and build a fiscally sustainable community. TEDC will, on a case-by-case basis, consider providing incentives and grants to promote economic development, as described herein. This document outlines the general process and procedures used to evaluate and approve incentives.

Economic Development Program. The following policy constitutes an Economic Development Program as defined in Section 380 of the Texas Local Government Code. Chapter 380 authorizes the City Council to establish and provide for the administration of one or more programs, including the making of loans and grants of public money, to promote economic development.

Tax Abatement Guidelines. Pursuant to the requirements of Section 312.002 of the Texas Tax Code, the City of Tomball's current tax abatement policy was adopted in February 2024. This incentive policy document does not supersede or change this approved policy.

Use of Incentives. TEDC's economic incentives are intended to help achieve public purposes advanced by a project and to catalyze investment that would not occur without public participation. Any jobs created or capital investments made *prior to* contract execution may not count toward the minimum requirements of this policy. Incentives may be combined to achieve a public purpose. TEDC will comply with all statutory restrictions on the use of public funds as set forth in this Policy, including adherence to the requirements of Texas Local Government Code Sections 501 and 505 governing Economic Development Corporation funds.

Evaluation of Projects. All applicants and projects will be evaluated by TEDC staff based on a variety of factors including, but not limited to, jobs created, jobs retained, ad valorem property tax, sales tax, hotel occupancy tax, industry sector, geographic location, and other significant public benefits. Staff recommendations pertaining to the use of the incentives described herein shall be guided by this Policy.

City of Tomball Approval. TEDC retains its sole authority to approve or deny any Performance Agreement and is under no obligation to provide an incentive or any other assistance. Tomball City Council retains the ability to approve an incentive which does not comply with the terms outlined in this Policy.

## 2. Project Eligibility

To qualify, the project must be within the City's boundaries (city limits or extraterritorial jurisdiction (ETJ)), properly zoned for the proposed use, and current on all taxes and liens. Property owners must provide proof of ownership, ensure there are no outstanding code violations, and acknowledge that construction cannot begin before the incentive Agreement is approved. In some situations, voluntary annexation might be required to receive an incentive.

## 3. Prioritization

In 2025, the City of Tomball adopted a new Comprehensive Plan (Ordinance No. 2025-18). TEDC will focus on providing certain incentive programs in key areas that drive economic growth and community revitalization in alignment with the Comprehensive Plan, including:

- Old Town
- Live Oak Redevelopment Project
- First Baptist Church Project
- Medical District
- Commercial Corridor Redevelopment

TEDC has a specific list of target industries. TEDC prioritizes attracting and retaining businesses within its designated target industries including:

- Biotechnology & Lifesciences
- Food Production & Processing
- Information & Computer Technology
- Advanced Manufacturing

#### 4. Economic Development Project Types

The following types of projects and investments (each referred to herein as a “*Project*”) are eligible for TEDC incentives, subject to additional eligibility requirements specific to each individual incentive sought:

- A) **Business Attraction Project** – a new facility or business located within the city or ETJ that creates new full-time jobs.
- B) **Business Retention and Expansion Project** – the expansion of, or significant investment by, an eligible existing business within the city that creates and retains full-time jobs.
- C) **Business Stabilization Project** – Assistance for existing businesses within a specific geographic area that are directly and temporarily impacted by long-lasting infrastructure projects or unforeseen occurrence, such as a natural disaster.
- D) **Real Estate Development Project** – the development or redevelopment of an eligible property that exceeds existing development standards, improves the physical appearance of commercial properties, and/or reduces vacancies.
- E) **Quality of Place Project** – a project that provides or expands an amenity, type of entertainment, consumer retail offering, or service.
- F) **Tourism and Hospitality Project** – the development or redevelopment of a full-service hotel, a resort property, and/or tourism-oriented business intended to increase visitor activity and tourism spending.

#### 5. Incentives Tools Available

The following types of incentives may be provided to Projects under this policy, subject to the discretion of the TEDC and/or Tomball City Council, as evidenced by written Performance Agreement.

- A. **Chapter 380 Incentives:** Texas law authorizes municipalities to enter into agreements that provide grants, loans, and/or other incentives in support of a project. This is codified under Chapter 380 of the Texas Local Government Code. The particular terms of an agreement are usually determined on a case-by-case basis, depending on the circumstances. Some common types of incentives that are provided through a Chapter 380 agreement, include: rebates of taxes (property, sales, or hotel occupancy tax), reimbursements for developer-provided infrastructure, reductions or waivers of permitting or related fees, offsets against certain impact fees, and loans for private improvements.

- B. Tax Abatements:** Chapter 312 of the Texas Tax Code authorizes municipalities to reduce the amount of new real and/or personal property taxes generated by real property improvements and personal property investments. Existing property taxes collected at the site may not be abated and are collected in full. State law limits such abatements to ten (10) years in length. This tool is often used as an incentive for the attraction and retention of companies which make sizable investments.
- C. Tax Increment Reinvestment Zone:** In addition to other incentive tools, Chapter 311 of Texas law authorizes the designation of tax increment reinvestment zones (TIRZ) that allow municipalities to set aside property taxes generated within the TIRZ to fund infrastructure investments and/or services to spur additional private investments.
- D. Public Improvement Districts (PID):** Texas law authorizes cities and counties to establish public improvement districts to support large-area improvements, or the provision of services (e.g., landscaping or cleaning) to maintain an area. Financially, property owners within the PID are voluntarily opting to levy an additional tax assessment (in addition to property taxes) to pay for the improvements and/or services. Texas law specifies a petition process with requirements for creation of a PID, along with annual updates to the service and tax assessment plan.
- E. Strategic Partnership Agreement:** a formal arrangement between a municipality and a special district, such as a municipal utility district (MUD). These agreements are primarily governed by Section 43.0751 of the Texas Local Government Code, which outlines the framework for municipalities to annex districts for limited purposes while allowing the districts to continue operating under a specific term.
- F. Tomball Economic Development Corporation:** As a Type B Economic Development Corporation, State law allows TEDC to fund industrial development projects such as business infrastructure, manufacturing and research and development. TEDC can also fund parks, museums, and sports facilities. TEDC has several approved performance-based cash incentives for job creation, targeted infrastructure, and other improvements. The specific guidelines, criteria, eligibility requirements, and applications can be obtained from TEDC.
- i. Business Improvement Grants (BIG) – A matching grant program designed to encourage commercial property owners and businesses to make high quality improvements to buildings and property in Tomball. The BIG program encourages investments that directly relate to improving the aesthetics of the community and increasing property values. New or existing businesses are eligible for the following:
- Façade improvements (50% of actual costs up to \$10,000)



- Signage upgrades (\$2,500 for an existing business / \$1,000 for a new business)
  - Property Improvements (50% of actual costs up to \$10,000)
  - Landscaping Improvements (50% of actual costs up to \$10,000)
- ii. Old Town Façade Improvement Grants – A program to promote economic development and stimulate business investment through public-private partnerships by offering economic incentives for renovation, rehabilitation, restoration, and enhancement of facades in Old Town area of Tomball.
- Minimum investment of \$10,000
  - 50% grant match of approved project costs
  - Maximum grant = \$50,000
- iii. Target Infrastructure Grants – A program that provides funding of public infrastructure costs for eligible projects. Eligible infrastructure expenditures include: streets and roads; rail spurs; water, sewer, gas, and electric utilities; drainage; site improvements; and telecommunications and internet improvements. Each project is reviewed on a case-by-case basis to determine community benefits, and requires performance-based incentive agreements. Minimum qualifications include:
- The proposed project must create or retain jobs within the City and provide taxable property improvements
  - The project must meet the overall development goals, building codes and other applicable ordinances
  - The project is not defined as an excluded business category
- iv. New Business Rental Incentive Program – This program seeks to reduce area commercial vacancies and facilitate the establishment of new businesses in previously underutilized areas of Tomball. The intent of the program is to facilitate business growth and expansion by assisting businesses in leasing space through a performance-based rental subsidy. TEDC will provide up to 25% of the base monthly rent for the first year of operation only, not to exceed \$10,000 per business.
- v. Job Creation/Retention Performance-Based Grant Program – This program provides financial assistance to qualifying expanding, new, or relocating companies in the form of cash grants for projects that create or retain primary jobs. Only “primary employers” are eligible to receive a job creation/retention cash incentive. Qualifying companies are required to enter into performance agreements specifying capital

investment and job creation/retention and commitment to maintain a physical location and conduct business in the Tomball for a specified period.

- vi. Quality of Life Grants – Grants to local organizations to support events, marketing and quality-of-life offerings.
- vii. Summer Youth Employment (SYEP) Grants – A workforce grant program that seeks to connect local industries with Tomball youth up to age 22 to foster career awareness, readiness, and a future workforce pipeline. TEDC will provide financial support to cover the wages for interns during the summer program.
- viii. Business Stabilization Program – A temporary program focused on supporting local businesses directly impacted by an unforeseen incident or long-lasting infrastructure project. For example, Main Street-area businesses may be impacted during the upcoming TxDOT multi-year reconstruction project. As required and deemed necessary, TEDC may fund coordinated efforts to support impacted businesses through additional marketing, directional signage, parking arrangements, or stabilization grants and other financial programs during the impact period.
- ix. High-Profile Shopping and Entertainment Center Redevelopment Program – A program to encourage significant private investment that provides a complete physical update and refurbishment of larger retail and entertainment commercial sites located in high-visibility corridors or at other key locations. On a case-by-case basis, TEDC will consider financial support to assist property owners making an investment of over \$2.0 million in substantially improving the external appearance, parking, lighting, signage, and ADA accessibility improvements.

## 6. Application

For a Project to be considered for incentives, TEDC must first receive a completed application relevant to the incentive program being sought along with supporting documents. A general application form is attached to this policy. If applying for a specific TEDC grant program, the applicant should fill out the relevant form. Following its review of a submitted application, TEDC staff will notify the applicant of its completeness and status. The application must be deemed complete for evaluation to commence.

## **7. Demonstration of Need**

Each Project seeking incentives or other financial assistance shall justify to the satisfaction of TEDC, the necessity of the requested incentive to ensure that the project can be developed. Justification for incentives may be in the context of financial returns typically required by investors for the specific type of Project. The amount of a project incentive shall be limited by the respective grant program guidelines or, in other cases, fiscal impact analysis. For example, if a project typically requires an internal rate of return of X percent for a particular type of project, the applicant should justify to the satisfaction of TEDC as to how the requested incentive achieves such return.

## **8. Fiscal Impact Analysis and Incentive Calculation**

TEDC staff, or a retained third party, will conduct a fiscal impact analysis on each project. With the exception of certain grant programs described herein, Projects must be predicted to achieve a net positive fiscal return on investment to the City, with the value of direct and indirect project revenues collected by the City exceeding the total incentive amount. The incentive amount offered to a project is the aggregate of all cash incentives, abated taxes, waived fees, infrastructure reimbursement, grants, TEDC assistance, TIRZ assistance, and other City support. The amount of assistance offered will be determined based on the individual merits of each request in accordance with the principles set forth herein. A Performance Agreement authorizing project incentives in the form of grants, reimbursements, loans, and/or rebates shall specify the maximum dollar amount of incentives to be provided.

Programs not requiring a net positive fiscal return include: Business Improvement Grant, Façade Improvement Grant, Summer Youth Employment Program, and rental assistance programs.

## **9. Administration of TEDC Incentive Policy**

TEDC staff will be the primary administrators of this incentive policy. As needed, TEDC will present updates to Tomball City Council regarding incentive Projects, compliance with Performance Agreements, and other related issues.

## **10. Incentive Agreements and Recapture**

Incentives awarded by TEDC shall be evidenced by a written Performance Agreement with the party responsible. The particular terms and conditions of such agreements may vary with the specific project and incentive(s). Applicants are advised that their failure to meet the terms and conditions of an incentive agreement may result in termination of the agreement, reduction of project incentives, and/or required repayment (“recapture”) of any prior project incentives received by the project owner.

Project applicants shall bear all risks associated with the delivery of a project, and their future receipt of grants, loans, reimbursement and/or other payments to the subject applicant shall be conditioned upon (a) completion of the Project in accordance with written agreements; (b) compliance with other terms or conditions of the written incentive agreement; and (c) availability of such funds.

## **11. Compliance Process**

All recipients of funds under this incentive policy are subject to annual compliance assessments conducted by TEDC throughout the agreement term. Each year, TEDC may review the terms and conditions stated in the agreement to determine if the recipient has successfully met all obligations prior to receiving rebates, loans, grants, or any other benefit thereunder. Evidence of noncompliance may be grounds for termination in accordance with termination provisions under the agreement. At its discretion, TEDC may work with the recipient to develop a plan and timeline for becoming compliant.

## 12. Definitions

*Abatement Period* – Shall mean the period of time specified in a Tax Abatement Agreement, but not to exceed ten years, during which all or a portion of the value of real property or tangible personal property that is the subject of a tax abatement agreement is exempt from taxation.

*Agreement* – Shall mean a Performance Agreement between the Applicant and the City of Tomball and/or TEDC.

*Agreement Term* – Shall mean the full term of the Performance Agreement, including the 380 Grant Term, or the Rebate Term.

*Applicant* – Shall mean a company, firm, entity, or organization that has submitted a Project Incentive Application for consideration by the City.

*Application* – Shall mean the incentives application and related documents reviewed and evaluated by TEDC.

*Chapter 312 Agreement* – Shall mean the Property Tax Code, Chapter 312, popularly referred to as the Tax Abatement Act that allows the City to grant full or partial tax abatement on certain eligible properties as set forth in these Guidelines.

*Chapter 380 Agreement* – Shall mean a contractual agreement entered into between a company and the City for the purposes of providing assistance for economic development pursuant to Chapter 380 of the Texas Local Government Code that outlines parameters including, but not limited to, a job creation schedule, milestones, capital investment requirements, performance requirements, and/or any other public purpose the agreement may serve that must be demonstrated prior to and in continuation of the incentive.

*City* – Shall mean the City of Tomball, a home rule municipality.

*Expansion* – Shall mean addition of buildings, structures, or permanently installed equipment and machinery with the specific objective of increasing overall production capacity.

*Full-Service Hotel* – Shall mean a hotel that includes, in addition to spacious guest rooms and amenities, provides expanded services, multiple dining options, a bar, meeting or conference facilities, and a variety of recreation or entertainment options.

*Grants* – Shall mean financial incentives provided to a Project pursuant to this Policy.

*Improvements* – Shall mean the New Construction or Modernization of buildings, interiors, site work, public works improvements, parking areas and drives, landscaping, irrigation, and lighting.

*Incentives* – Shall be as defined in Section 5 herein.

*Modernization* – Shall mean the replacement and upgrading of existing facilities which increases economic activity, employment, or extends the life of the facility. This shall not include deferred maintenance on the facility or its equipment.

*New Full-Time Job* – Shall mean a position created after the execution of the Agreement in which the employee worked or was paid at least 2,000 hours per calendar year. A contracted job will not necessarily be considered a new full-time job.

*New Part-Time Job* – Shall mean a position created after the execution of the Agreement in which the employee regularly works less than thirty (30) hours a week.

*New Construction* – Shall mean the first-time construction of Improvements utilizing newly purchased materials, and specifically excluding any remodeling or renovations undertaken after issuance of the first Certificate of Occupancy.

*Payroll* – The company's total expenditures for all employees for the month immediately preceding the Application, multiplied by twelve (12).

*Performance Agreement* – Shall mean a written agreement summarizing the performance requirements of a business or developer and the incentives to be provided upon fulfillment of those performance requirements.

*Policy* – Shall mean this Incentives Framework Policy.

*Project* – The initiative or investment to be provided in accordance with the performance standards of any Performance Agreement providing Incentives.

*Property* – Shall mean the physical parcel of land for which Incentives are being granted.

*Property – Business Personal* – Shall mean movable items not permanently affixed to the land such as furniture, fixtures, equipment, inventory, and vehicles.

*Property – Real* - Shall mean land, buildings, and other improvements permanently affixed to the land.

*Public Infrastructure* – Shall mean the new installation of, or improvements to, public roads, water lines, sewer lines, stormwater facilities, elevated water storage tanks, or similar facilities that are dedicated to the City or its utilities for the intended public use.

*Recapture (aka Claw-back)* – A provision in a Performance Agreement that states how and to what extent any Incentives provided must be paid back if the required performance criteria are not met.

*Retained Jobs* – Full-time equivalent position in existence at the time a company enters into an agreement with the City.

*Target Infrastructure Grants Excluded Business Categories* – The following types of businesses are excluded from receiving incentives under the targeted infrastructure grant program: Adult-Oriented Businesses; Pawn Shops; Liquor/Smoke Shops; Vape Shops, Payday Loan Companies, Apartments or Other Multi-Family Development, ; and Gas Stations and Convenience Stores with Gasoline Sales. Some of these land uses may be eligible under other grant programs offered by TEDC.

*Tax Abatement* – Shall mean the full or partial exemption from paying ad valorem taxes on real property or tangible personal property in accordance with provisions of Chapter 312 of the Texas Tax Code.

*Tax Abatement Agreement* – A contractual agreement entered between a property owner and/or lessee and the City for the purposes of a tax abatement, pursuant to Chapter 312 of the Texas Tax Code, that outlines parameters including, but not limited to, a job creation schedule, milestones, capital investment requirements, and other performance requirements that must be demonstrated prior to and in continuation of the Agreement.

*Tourism-Oriented Business* – means an uncommon commercial activity that attracts significant tourism spending to the community, in addition to use by area residents. Examples include attractions such as zoos, large water parks, amusement parks, heritage tourism destination, destination golf courses/clubs, large concerts and festivals, casinos, and marinas that include water-based excursions to the public.

# Regular Tomball EDC Agenda Item Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with the City of Tomball to make direct incentives to, or expenditures for property acquisition for the future development of a public safety complex to be located at or near 810 W Main Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$2,300,000.00.

- Public Hearing

## Background:

The TEDC received the attached request letter from David Esquivel, City Manager, requesting one-time funding assistance for the property acquisition efforts for the future development of a public safety complex and City Hall facility to be located at or near 810 W Main Street, Tomball, Texas 77375. This expenditure was discussed during the TEDC FY 2025-2026 Budget process and has been included in the adopted budget.

Public safety facilities that are found by the board to promote or develop new or expanded business enterprise that create or retain primary jobs are considered an eligible project under Local Government Code Section 505.155. If approved as a Project of the TEDC, it will go to the city council for final approval by resolution.

**Origination:** David Esquivel, City Manager, City of Tomball

**Recommendation:** Approval of the proposed Performance Agreement with the City of Tomball

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

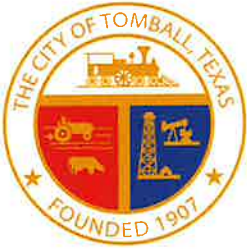
Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: ☒ No: ☐ If yes, specify Account Number: # Project Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed		Approved by	
	Staff Member-TEDC                      Date		Executive Director-TEDC                      Date





# City of Tomball

Item 7.  
**Lori Klein**  
**Mayor**

**David Esquivel, PE**  
**City Manager**

December 29, 2025

Kelly Violette, Executive Director  
Tomball Economic Development Corporation  
29201 Quinn Road, Suite B  
Tomball, Texas 77375

RE: Land Acquisition

Kelly,

As discussed during the fiscal year budget meetings, the City of Tomball is formally requesting financial assistance from the Tomball Economic Development Corporation (TEDC) for property acquisition.

During the Fiscal Year 2026 budget process, both the City Council and the TEDC Board approved funding within the TEDC budget to support property acquisition efforts for the future development of a public safety complex and City Hall. Accordingly, the City is requesting financial assistance to support the purchase of needed properties for this future project. The requested contribution totals \$2,300,000, which was allocated and approved during the budget process.

Please let me know if you require any additional information regarding these projects or the City's funding request. We appreciate TEDC's continued partnership and support.

Sincerely,

David Esquivel  
City Manager

## PUBLIC SAFETY FACILITY GRANT AGREEMENT

**THE STATE OF TEXAS   §**  
**§**  
**COUNTY OF HARRIS    §**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement (the “Agreement”) is made and entered into by and between the Tomball Economic Development Corporation, an industrial development corporation created pursuant to Tex. Rev. Civ. Stat. Ann. Art. 5190.6, Section 4B, located in Harris County, Texas (the “TEDC”), and **the City of Tomball** (the “City”), a Texas home-rule municipality.

### WITNESSETH:

**WHEREAS**, it is the expressed purpose of the TEDC to incentivize new construction of both public and private projects to attract industry, create and retain primary jobs, expand the growth of the City of Tomball (the “City”), and thereby enhance the economic stability and growth of the City; and

**WHEREAS**, the City intends to construct a new city facility that will include public safety headquarters for City departments; and

**WHEREAS**, the construction of new public safety facilities will improve response times, operational efficiency, and long-term service capacity, thereby supporting a stable and business-friendly environment within the City; and

**WHEREAS**, the retention and expansion of primary businesses within the City are dependent upon the City’s ability to maintain infrastructure and services that protect workforce safety, business assets, and overall quality of life; and

**WHEREAS**, investment in public safety infrastructure contributes to the long-term competitiveness of the City in attracting primary job-creating businesses to the region; and

**WHEREAS**, the TEDC finds that supporting the construction of this public safety facility will directly and indirectly promote the creation and retention of primary jobs by strengthening the City’s economic development capacity and readiness for business growth; and

**WHEREAS**, the TEDC finds that construction of this new public safety facility to serve the City of Tomball will make the City more attractive to businesses that create primary jobs and will thus promote new or expanded businesses that create primary jobs in Tomball; and

**WHEREAS**, the TEDC finds that providing assistance to the City for construction of a new public safety facility constitutes a project, as defined by the Development Corporations Act.

**NOW, THEREFORE**, in consideration of the premises and the mutual benefits and obligations set forth herein, including the recitals set forth above, the TEDC and the Company agree as follows:

1. Grant Funds. The TEDC will make a grant of Two Million, Three Hundred Thousand Dollars (\$2,300,000) (the “Grant”) within sixty (60) days of the Effective Date.

2. Construction of Facility. The City hereby agrees to acquire land and construct a new public facility, which shall include new headquarters for the City’s police and fire departments (the “Facility”). The City shall commence design of the Facility within 4 years of the Effective Date of this Agreement and shall commence construction of the Facility within six (6) years of the Effective Date.

3. Use of Grant Funds. The City shall use the Grant to fund acquisition of land for the Facility and for design and construction of the Facility. All Grant funds shall be used within six (6) years of the Effective Date, and any Grant funds that are not used in such manner are to be returned to the TEDC upon completion of the Facility or on the date six (6) years from the Effective Date, whichever date occurs first.

4. Reporting. The City shall retain records showing the expenditure of Grant funds for acquisition of land for and design and construction of the Facility. As requested, the City shall provide a written report to the TEDC showing the progress of the land acquisition and design of the Facility and shall provide all records of expenditures of Grant funds.

5. Abandonment. Should the TEDC have reason to believe that the City will not begin or complete the Facility within the timelines specified in Section 4 above or has abandoned plans to construct the Facility, the TEDC may make written demand to the City to provide a timeline for completion of Facility. The City shall have sixty (60) days from receipt of the demand to provide a written response. Should the City fail to respond within sixty days, the TEDC may consider the Facility project to be abandoned and the City to be in breach of this Agreement.

6. Extension The City and TEDC may agree to extend any deadline in this Agreement by making such agreement in writing.

7. Breach. Failure of the TEDC to timely pay the Grant funds or perform any other material obligation of this agreement shall constitute a breach of this Agreement. Failure of the City to begin design of the Facility within four (4) years of the Effective Date, to complete construction of the Facility within six (6) years of the Effective Date, to provide written reports as requested, or to fulfill any other material obligation under this Agreement shall constitute a breach of this Agreement.

8. Remedies. Upon a breach event, the non-breaching party shall provide written notice of the breach to the breaching party. The breaching party shall have thirty (30) days to cure the breach. Should said breach remain uncured as of the last day of the applicable cure period, and the non-

breaching Party is not otherwise in default, the non-breaching Party shall have the right to immediately terminate this Agreement or enforce specific performance as appropriate. Upon an uncured breach of this Agreement by the TEDC, the City may demand payment of any outstanding Grant funds due and not paid. Upon an uncured breach by the City, all Grant funds become immediately due and payable back to the TEDC. These remedies are considered to be cumulative of all other remedies available to the parties at law and are not intended to be exclusive.

9. Notice. Any notice provided or permitted to be given under this Agreement must be in writing and may be served by (i) depositing the same in the United States mail, addressed to the party to be notified, postage prepaid, registered or certified mail, return receipt requested; or (ii) by delivering the same in person to such party; or (iii) by overnight or messenger delivery service that retains regular records of delivery and receipt; or (iv) by facsimile; provided a copy of such notice is sent within one (1) day thereafter by another method provided above. The initial addresses of the parties for the purpose of notice under this Agreement shall be as follows:

If to City: City of Tomball  
401 W. Market Street  
Tomball, Texas 77375  
Attn: City Manager

If to TEDC: Tomball Economic Development Corporation  
401 W. Market Street  
Tomball, Texas 77375  
Attn: President, Board of Directors

CC: Julie Fort  
Messer Fort PLLC  
6371 Preston Road, Suite 200  
Frisco, TX 75034

10. Amendment. Except as otherwise provided in this Agreement, this Agreement shall be subject to change, amendment or modification only in writing, and by the signatures and mutual consent of the parties hereto.

11. Non-waiver. The failure of any party to insist in any one or more instances on the performance of any of the terms, covenants or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, or condition, or right with respect to further performance.

12. Assignment. This Agreement shall bind and benefit the respective Parties and their legal successors and shall not be assignable, in whole or in part, by any party without first obtaining written consent of the other party.

13. Severability. In the event any one or more words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement, or the application thereof to any person, firm, corporation, or circumstance, shall be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, then the application, invalidity or unconstitutionality of such words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement shall be deemed to be independent of and severable from the remainder of this Agreement, and the validity of the remaining parts of this Agreement shall not be affected thereby.

(signature page to follow)

IN TESTIMONY OF WHICH, THIS AGREEMENT has been executed by the parties on this \_\_\_\_\_ day of \_\_\_\_\_ 2026 (the “Effective Date”).

**CITY OF TOMBALL, TEXAS**

By: \_\_\_\_\_

Name: David Esquivel

Title: City Manager

ATTEST:

By: \_\_\_\_\_

Name: Thomas Harris

Title: City Secretary

**TOMBALL ECONOMIC  
DEVELOPMENT CORPORATION**

By: \_\_\_\_\_

Name: Lisa Covington

Title: President, Board of Directors

ATTEST:

By: \_\_\_\_\_

Name: William E. Sumner Jr.

Title: Secretary, Board of Directors

# Regular Tomball EDC

## Agenda Item

### Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for Tomball Group, LLC to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 209 Market Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$50,000.00.

- Public Hearing

**Background:**

The Tomball Economic Development Corporation has received a request from Teresa Latsis, Owner, Tomball Group, LLC for funding assistance through the TEDC's Old Town Façade Improvement Grant (FIG) Program for improvements to an approximately 1,921 square foot building located at 209 Market Street.

The proposed project includes the addition of an approximately 765 square-foot commercial kitchen space to the back of the existing building. The proposed eligible improvements include exterior painting, site work, grading, slab, framing, walls, roofing, siding, trim, exterior doors, HVAC, ventilation hood, and a grease trap.

The goal of the TEDC's Old Town Façade Improvement Grant is to promote and assist with renovation, rehabilitation, restoration, and enhancements to commercial buildings within the Old Town Mixed Use zoning district. In accordance with the Old Town Façade Improvement Grant Program Guidelines & Criteria, the proposed performance agreement is for 50% of the eligible improvement costs, not to exceed \$50,000.00.

The project and application were reviewed and conditionally approved by the Business Retention & Expansion (BRE) Committee on November 18, 2025. While this conditional approval enables the applicant to move forward with their project and avoid significant approval delays, it does not guarantee funding. Final approval is still required from both the TEDC Board and Tomball City Council. Applicants proceed at their own risk until those approvals are secured.

Once approved, the applicant will have nine months to complete the improvements. All grants are reimbursement grants and will only be funded after completion of the project, and after the applicant submits final paid itemized invoices/receipts for all applicable labor and materials, proof of payment, and digital photographs of the completed work.

Although this project does not create primary jobs, it does promote the development and expansion of business enterprise, which is considered a permissible project as outlined in Texas Economic Development Legislation. If this project is approved, it will go to the Tomball City Council for final approval by resolution at two separate readings.

**Origination:** Teresa Latsis, Owner, Tomball Group, LLC

**Recommendation:** Staff recommends approval of the Old Town Façade Improvement Grant for Tomball Group, LLC.

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: ☒ No: ☐ If yes, specify Account Number: #Old Town Façade Improvement Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
 Staff Member-TEDC Date Executive Director-TEDC Date



HCAD: 0352580100017



Tomball Group LLC

9320 Rosie Lane  
Magnolia, Texas 77354

503.348.0718  
hutsongroup.com

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November 9, 2025

Kelly Violette  
Executive Director  
Tomball Economic Development Corporation  
29201 Quinn Road, Suite A  
Tomball, Texas 77375

**RE: Grant Request Letter - 209 Market St, Kitchen Addition Project**

Dear Ms Violette,

This request is submitted to the Tomball Economic Development Corporation (TEDC) for grant funding assistance to support real estate redevelopment efforts in Old Town Tomball. This grant would help in building a kitchen addition to an existing structure located at 209 Market Street, Tomball TX 77375, enabling the updated space to be leased for food service (full service restaurant).

The Tomball Group an LLC owned by Teresa & Mike Latsis and is associated with the Hutson Group, a small, family-owned real estate development business focused on commercial properties in Old Town Tomball. We acquire, develop, and manage our own properties in an intentional and meaningful manner to support Old Town and the greater Tomball area. Our family established roots in Tomball in the early 1970's and has continued to develop a deeper commitment to this town and its community for over 50 years. My husband and I are excited to start this development project on our own with support and counsel from the Hutson Group (my extended family).

Impact on Old Town Tomball

As the primary location of our town's many festivals, Market Street is a reflection of the city of Tomball. It is a quaint, yet bustling street that serves as a window displaying Old Town Tomball's charm and character. We believe that people are first drawn to food service, then linger to support retail. With the development of this space into food service, we hope to support the economic development of Old Town retail shops while also benefiting from the many festival visitors.

Project Scope

The project scope focuses on a kitchen addition that will be built behind and attached to the existing structure, allowing easier access to install plumbing and other amenities required for a commercial kitchen. We will also create a slab patio to the west of the existing structure, allowing for outdoor seating. This project is expected to start in November 2025 and is estimated to be complete in six to nine months.

Estimated Cost

The total cost for purposes of this grant funding request is estimated at \$140,211 which includes the following estimates:

Site work, labor & materials (foundation prep & pour)	\$ 14,645
Labor, kitchen addition	\$ 29,000
Materials, kitchen addition	\$ 49,761 (w/o tax)
HVAC, labor & materials	\$ 14,066 (w/o tax, s/h)
Vent hood, labor & materials	\$ 31,800
Grease Trap, materials only	\$ 939 (w/o tax)
<b>Total Estimated Cost</b>	<b>\$140,211*</b>

\* Note - Estimate excludes plumbing, electrical, and drywall trades (labor and materials)

We appreciate your consideration for this grant and the extensive efforts of TEDC in supporting and developing Tomball.

As always, if you have any questions or comments, please feel free to contact me directly.  
Thanks so much,



Teresa Latsis  
The Tomball Group  
503.348.0718 (m)  
[t.latsis@hutsongroup.com](mailto:t.latsis@hutsongroup.com)



# TOMBALL

## ECONOMIC DEVELOPMENT CORP.

### Old Town Façade Improvement Grant Program Guidelines & Criteria



#### Overview/Goals

The Old Town Façade Improvement Grant (FIG) Program promotes economic development and stimulates business in the City through public-private partnerships by offering economic incentives for renovation, rehabilitation, restoration, and enhancement of facades in Old Town Tomball.

**Goals:** Tomball's Old Town has been identified as a key focus area for economic development. This program is intended to serve as a tool to build upon the strengths of the area and maintain its unique character. Goals include:

- (A) To preserve Old Town as a unique and historic resource for the community;
- (B) To stimulate compatible reinvestment to the area;
- (C) To attract new customers, tourists, and businesses to Old Town Tomball.



#### Program Description

The grant program is a 50% match of all approved project costs in an amount up to \$50,000 for eligible commercial property and business owners in the Old Town Tomball District (See Figure 1). **A minimum investment of \$10,000.00 in façade improvements is required to be eligible for funding through this program.** These grants are intended to encourage high quality, lasting building improvements which respect the unique Old Town character of the building and surrounding area.

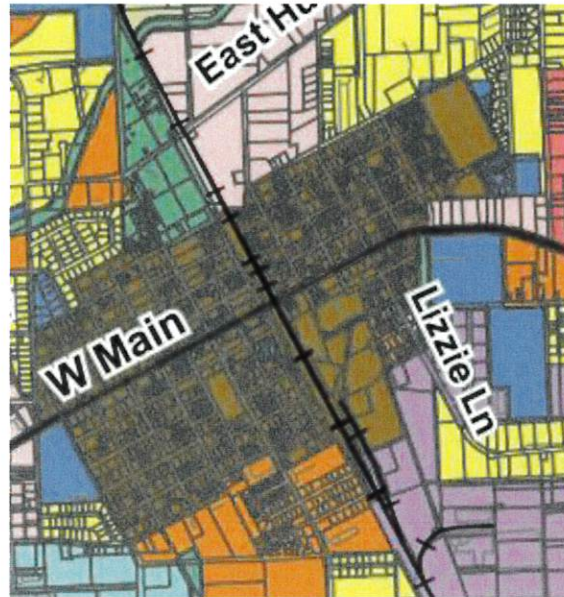
Priority will be given to projects that are making substantial façade improvements as well as improvements to the structural integrity of the building to sustain the building stock in Old Town Tomball. **Grants are not available for general or deferred maintenance.**

Applications will be evaluated and funded in accordance with the attached Evaluation Scoring System.

**NOTE:** Properties located outside of the Old Town Tomball District or not zones Old Town Mixed Use **WILL NOT** be considered for funding through this Program (see Business Improvement Grant Guidelines and Criteria for more funding opportunities).

Figure 1:

 Old Town District



## Criteria

**Eligible Reimbursements:** Exterior Façade Improvements eligible for funding include, but are not limited to, the following items:

- Complete façade rehabilitation
- Exterior painting that incorporates a major visual change (maintenance painting does not apply)
- Significant masonry cleaning and/or restoration
- Exterior treatments such as brick, tile, stucco, stone, wood, or siding
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- New or enhanced exterior building lighting that creates a noticeably enhanced appearance (replacement of current lighting that is simply repair does not enhance the appearance of the building, such as replacement of inoperable fixtures and is not eligible)
- Door/window/storefront system/trim replacement or repair (if part of overall rehabilitation project; general building maintenance repairs do not qualify)
- New or restored façade elements, such as cornices, soffits, canopies, and other detail elements
- Awnings as part of a rehabilitation project
- Signs (new, repairs, replacement, removal) as part of a rehabilitation project



- Roofing (when in conjunction with other improvements)

**Eligible Interior Reimbursements:** Interior Improvements may be eligible for funding **only** when being made in conjunction with significant exterior façade improvements. Interior improvements may include, but are not limited to, the following items:

- ADA compliance improvements
- Architectural/structural repairs or upgrades
- Asbestos removal
- HVAC, electrical or plumbing improvements

**Ineligible Reimbursements:**

- Construction that has commenced or been completed prior to approval of the project application
- **Interior improvements alone are not eligible for funding**
- Buildings that are not located within the Old Town District (Figure 1)
- New building construction
- Routine maintenance
- Security Bars
- Personal property, furniture, racks, shelves or counter space
- Interior furnishings or enhancements that are not permanently affixed to the building
- Permit or capital recovery fees
- Financing costs
- In-kind, donations, or "sweat equity" contributions

**Before**



**After**





## Program Eligibility

1. Commercial and mixed-use buildings and structures located within the Old Town District (See Figure 1) shall be eligible for this program.
2. Any new business planning to locate within the Old Town District, or any business currently located within the Old Town District, shall be eligible for this program.
3. A *business* is defined as an occupation, profession, or trade in the purchase or sale of goods or services in an attempt to make profit.
4. The proposed project must comply with applicable zoning regulations, city-approved planning studies, comprehensive plan designations, City Ordinances, Building Codes, and Americans with Disabilities Act (ADA) Guidelines.
5. If the property is not in compliance with any of the abovementioned items in (4) these violations must be mitigated by the project. The grant recipient will be deemed ineligible for funding if any of these are not met at the time in which the applicant submits documentation for grant reimbursement.
6. Grants may not be used for refinancing existing loans, working capital, inventory, permits, inspections, security fencing or gates, home occupations, roof repair or replacement (by-itself), interior remodeling or improvements that are not permanent fixtures of the building, new construction, and routine maintenance.



## Guidelines

1. Proof of the applicant's ownership of the subject facility or facilities, or proof that the owner of such facility has approved the application for such grant funds, shall be required.
2. The owner of a business to be operated within a leased facility, and the owner of such lease facility, must apply jointly for the program. Copies of a lease agreement and proof of ownership of the leased facility shall be required.
3. A business or property owner will be ineligible for the program if the proposed property has received funds from the Old Town Façade Improvement Grant Program within the last five fiscal (5) years.
4. A business or property owner may apply for one (1) Old Town Façade Improvement Grant per physical location (address) set forth herein within five (5) fiscal years (October 1 to September 30) from the approval date of the grant. A business that receives grant funding during a fiscal year through the Old Town Façade Improvement Grant Program shall be ineligible to make subsequent applications for the Business Improvement Grant Program until the next fiscal year.
5. The maximum amount of funding available to any one applicant, business establishment, or property owner at one physical location (address) shall be \$50,000.00 per five (5) fiscal years unless applying and receiving funds under the Business Improvement Grant Program.
6. All grants are reimbursement grants and will only be funded after completion of the project in accordance with drawings and specifications approved by the

TEDC, and after the applicant submits to the TEDC final paid itemized invoices/receipts for all applicable labor and materials, proof of payment (cleared check, credit card statement/transaction, etc.) that match the amounts reflected on the itemized receipts/invoices for all applicable labor and materials along with quality digital photographs of the completed work shall also be required to be submitted by email to: [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org)

7. Reimbursement grants are a cash payment of up to the approved percentage of funds expended by the applicant on the improvements and are not to exceed the limits set forth in paragraph (5) hereof. In-kind contributions to the project costs are not eligible reimbursements.
8. The TEDC may award grant funds to an applicant, with certain provisions, conditions, or other requirements that the TEDC deems necessary or appropriate. The applicant shall be obligated to make the improvements in accordance with the application submitted to and approved by the TEDC. Thereafter, any modifications must first receive written approval by the TEDC Executive Director. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive grant funding.
9. The applicant shall be responsible for obtaining all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.
10. The improvements, as presented in the application, must be completed in their entirety. Failure to complete all stated improvements shall render the applicant ineligible to receive grant funding.
11. Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of the TEDC shall have the right, at all reasonable times, to have access to and inspect the work in progress.
12. The applicant shall not begin any improvements prior to receiving written approval of grant funding from the TEDC.
13. The applicant must complete the improvement project within nine (9) months of receiving written approval therefore from the TEDC. Failure to complete the improvements within the required time period shall result in the loss of the grant funds allocated for the project. Time extensions may be granted at the discretion of the TEDC.
14. Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open, or the business or property is sold or transferred and subsequently closes, within twelve (12) months after the funding of the grant, the applicant shall be considered in default of its obligations under the grant, and shall be required to reimburse the TEDC the grant money received.
15. The applicant must agree that, in the event of default of its obligations, the applicant shall repay to the TEDC the amount of grant funds it has received, with interest, at the rate of 10% per annum, within thirty (30) days after the TEDC notifies the applicant of the default. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation.



16. The applicant must certify that the applicant does not employ nor will it employ any undocumented workers (an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States). The applicant must agree that if, after receiving grant funds, it is convicted of a violation under 8 U.S.C. Section 1324a(f), the applicant shall repay the amount of the grant funds received by the applicant, with interest, at the rate of 10% per annum, within thirty (30) days after the TEDC notifies the applicant of the violation.
17. The TEDC shall have the authority to bring a civil action to recover any amounts that the applicant must repay to the TEDC under paragraphs 14, 15, and 16, and in such action may recover court costs and reasonable attorney's fees.



## Funding

The TEDC has budgeted \$200,000.00 per fiscal year (October 1 to September 30) to fund this grant program. Grant applications received after the available funding has been exhausted may be accepted and held until the following fiscal year. The TEDC retains sole discretion to accept or reject applications received after available funding has been exhausted.

1. Upon notification to the TEDC by the applicant that a project has been completed, an inspection by a TEDC representative or representatives shall be made to confirm that such project has been completed in accordance with the application or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, an affidavit stating that all contractors and subcontractors providing work and/or materials in the construction of the project improvements have been paid and any and all liens and claims regarding such work have been released, or any other item that the TEDC may reasonably deem necessary for determining the project's completion.
2. The TEDC agrees to distribute such funds to the applicant within thirty (30) days following the inspection required in paragraph (1) hereof, and confirmation of completion of the project in accordance with the application or any approved modifications thereto. The Executive Director of the TEDC shall issue a letter to the TEDC Board of Directors notifying them of the funding action to be taken. A copy of such letter shall also be provided to the applicant.
3. Within ten (10) business days following an inspection and the presentation of the receipts as provided in paragraph (1) above, and after a determination is made by the TEDC's representative that the project has not been completed in accordance with the application, or any approved modifications thereof, the Executive Director shall issue a letter to the applicant indicating any and all areas of non-compliance. The applicant shall then have sixty (60) days, from the date of such letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said sixty-day period

shall be deemed a default of applicant's obligations under the grant, and the applicant shall be ineligible to receive grant funding.



## Miscellaneous

The Tomball Economic Development Corporation shall deliver a copy of these guidelines to any applicant for his/her review and the delivery hereof does not constitute an offer of an Old Town Façade Improvement Grant to the applicant.

The laws of the state of Texas shall govern the interpretation, validity, performance and enforcement of this Old Town Façade Improvement Grant Program. If any provision of this Old Town Façade Improvement Grant Program is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected hereby.

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### ACKNOWLEDGMENT OF RECEIPT OF AND AGREE TO COMPLY WITH THE GUIDELINES AND CRITERIA FOR THE OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM BY THE TOMBALL ECONOMIC DEVELOPEMNT CORPORATION

**APPLICANT:** Teresa Latsis

**ADDRESS:** 9320 Rosie Ln, Magnolia TX 77354

**PHONE:** 503-348-0718

**EMAIL:** t.latsis@hutsongroup.com

**Signature:** 

**PROPERTY OWNER/LANDLORD:** Mike & Teresa Latsis

**ADDRESS:** 9320 Rosie Ln, Magnolia TX 77354

**PHONE:** 503-348-0718

**EMAIL:** t.latsis@hutsongroup.com

**Signature:** 

**This acknowledgement page must be signed and returned to the Executive Director of Economic Development. Please retain the Guidelines and Criteria for your records.**

## Application Process



**APPLICATION  
for  
OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

I (We), hereinafter referred to as "APPLICANT", on behalf of the identified entity, submit to the Tomball Economic Development Corporation, hereinafter referred to as "TEDC", this application for consideration of an Old Town Façade Improvement Grant under the provisions of the TEDC's Old Town Façade Improvement Grant Program.

As part of this application, APPLICANT represents to TEDC the following:

1. APPLICANT has received a copy of the TEDC's Guidelines and Criteria for the Old Town Façade Improvement Grant Program. APPLICANT acknowledges to TEDC that in making this application, APPLICANT understands the terms and provisions thereof, and all questions relating to any needed interpretation thereof have been answered by authorized representatives of TEDC prior to the submission of this application.
2. APPLICANT has secured such legal, accounting, and/or other advice that may be necessary for APPLICANT to determine the desirability of making this application and/or accurately and correctly answering any questions as hereinafter set out. APPLICANT acknowledges that it has completely relied on the advice and counsel of experts and/or appropriate persons retained, employed, or compensated by APPLICANT, and that it has not relied upon, nor is APPLICANT now attempting to rely upon the advice and counsel of TEDC, its servants, agents, employees and/or elected or appointed officers.
3. By signing this document, "Application for Old Town Façade Improvement Grant" either in an individual capacity, jointly, or in a representative capacity, APPLICANT acknowledges and verifies that all of the facts, information, and allegations as herein set out are true, correct and accurate, and that TEDC may rely thereon as if the same had been signed by APPLICANT or APPLICANT'S agent before a Notary Public or other authorized officer permitted by law to administer oaths and to take acknowledgements. APPLICANT further acknowledges and understands that any materially false or misleading statements of fact may be considered a violation of the criminal laws of the State of Texas.
4. The APPLICANT, whether a corporate entity, partnership, or other legal type business entity, or an individual, acknowledges and verifies that it is current on all current tax obligations, assessments, or other governmental levies and assessments, and that the same have been paid when due and payable, and that no delinquencies exist at this time. The APPLICANT swears and affirms that the APPLICANT is fully authorized to transact business in the State of Texas and in the state of incorporation if different from the State of Texas.
5. The APPLICANT hereby certifies that the APPLICANT does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States; or (b) authorized under the law to be employed in that manner in the United States. APPLICANT understands and agrees that if, after receiving an Old Town Façade Improvement Grant, APPLICANT is convicted of a violation under 8 U.S.C. Section 1324a(f), the APPLICANT shall be required to reimburse to the TEDC the grant amount received. Payments must be paid in full within thirty (30) days after the date of written notification by the TEDC. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation. The TEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.

**Promotional Rights.**

By accepting grant funds, the APPLICANT authorizes the TEDC to promote the project and property including, but not limited to, displaying a sign at the site indicating participation in the Program and using photographs and descriptions of the project and property in TEDC promotional materials, press releases, social media and websites.

**Applicant Information.**

Applicant is: ☒ Owner ☐ Tenant Applicant

Business Entity Name: Tomball Group LLC

Mailing Address: 9320 Rosie Ln, Magnolia TX 77354

Phone Number: 503-348-0718

Email: t.latsis@hutsongroup.com

Street Address: 9320 Rosie Ln, Magnolia TX 77354

Home Address: 9320 Rosie Ln, Magnolia TX 77354

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

City/State/Zip: \_\_\_\_\_

Other companies and locations owned and/or operated by the APPLICANT

Company Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

**Building Owner Information.** (NOTE: if applicant is a tenant, building owner must apply as a co-applicant)

Business Owner Name: N/A

Building Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

6. Please attach a separate document providing a legal description of the property upon which the contemplated improvements will be located as *Exhibit A*.
7. Please attach a vicinity map locating the property within the City of Tomball as *Exhibit B*.



8. Please furnish detailed drawings, plans, specifications, color schemes, or any other available supporting documents for the proposed improvements and cost estimates as *Exhibit C*.
9. Please attach a letter describing the overall project and addressing the need for the TEDC grant funds.
10. Description of proposed improvements:

Description	Estimated Repair	Estimated Start Date	Completion Date
Total, detail provided in the attached Grant Request Letter	\$ 140,211	November 2025	July 2026

11. New or existing business:  x  New   Existing  
  has been in operation for   years.  
 Existing # of jobs:  0  (If applicable) Full-time   Part-time    
 New jobs (full-time):   New jobs (part-time):

13. Prior to APPLICANT'S execution of this application, APPLICANT has had this reviewed by an Attorney of the APPLICANT, or has had the opportunity to do so, and the parties hereto agree that based on the foregoing, this application for the Old Town Façade Improvement Grant Program shall not be construed in favor of one party over the other based on the drafting of this application.
14. APPLICANT and owner/landlord indemnify, defend, and hold TEDC harmless from any liability, injury, claim, expenses, and attorney's fees arising out of a contractor, builder, or contract for performance of improvements, or repair to buildings and facilities.
15. TEDC has delivered a copy of the guidelines and criteria for an Old Town Façade Improvement Grant Program to applicant for review, and the delivery hereof does not constitute an offer of an improvement grant.
16. The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the application for the Old Town Façade Improvement Grant Program. If any provision of this application for the Old Town Façade Improvement Grant Program should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this application shall not be affected thereby.


17. Before submitting an application to the TEDC, the APPLICANT must meet with the Development Review Committee (DRC) of the City of Tomball for a review of the proposed project improvements in order to fulfill paragraph (16) project eligibility requirement in the TEDC "Guidelines and Criteria." The APPLICANT can make an appointment by calling 281-290-1405.

## VERIFICATION

I (We), the undersigned APPLICANT(S), certify that all the information furnished TEDC has been furnished freely by the APPLICANT(S), herein, and further acknowledge that no rights or privileges may be relied on as a part of any application. In addition, it is acknowledged that the Tomball Economic Development Corporation may or may not grant an Old Town Façade Improvement Grant based upon application or request hereunder purely as a matter of discretion, and that there is no legal right to rely on any previous actions taken in same or similar applications, or previous actions taken on other applications concerning the same or similar property.

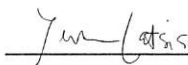
Signed and submitted to Tomball Economic Development Corporation on this, the 10th day of November, 2025

**Applicant:** Teresa Latsis

Signature: 

Phone: 503-348-0718 Email: t.latsis@hutsongroup.com

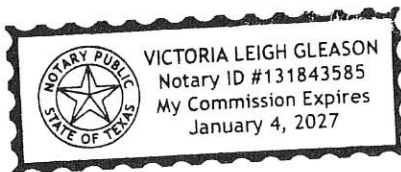
**Property Owner/Landlord:** Teresa Latsis

Signature: 

Phone: 503-348-0718 Email: t.latsis@hutsongroup.com

The State of Texas  
County of Harris

Before me, the undersigned authority, on this 10<sup>th</sup> day of November,  
2025, personally appeared Teresa Catbis,  
known to me to be the persons whose names are subscribed to the foregoing  
instrument, and acknowledged to me and that they executed the same for the  
purposes therein expressed.



[Signature]  
Notary Public in and for the State of Texas  
My Commission Expires: 01/04/2027

The State of Texas  
County of Harris

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, personally appeared \_\_\_\_\_,  
known to me to be the persons whose names are subscribed to the foregoing  
instrument, and acknowledged to me and that they executed the same for the  
purposes therein expressed.

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission Expires: \_\_\_\_\_



**DOCUMENTATION CHECKLIST**  
**for**  
**OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

As part of this application, the following documentation is being provided by the applicant:

- ☐ Request Letter describing proposed project and the need for grant funds;
- ☐ All grant applications must include a drawing to scale showing design intent, materials, and colors to be used of all the proposed grant work to be done;
- ☐ Establishment of Business Entity Name (Copy of Articles of Incorporation, dba, etc.);
- ☐ Copy of Lease Agreement (if facility is leased);
- ☐ Legal description of subject property (Exhibit A);
- ☐ Vicinity map of subject property (Exhibit B);
- ☐ Estimates of proposed improvements from the company to be doing the work (as much detail as possible) (Exhibit C);
  - Itemized estimates/quotes which include information and details such as color samples of paint, fabric, sign material
- ☐ Digital pictures of the site and area (interior and exterior) to be improved emailed to [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org) (Exhibit D);
- ☐ If submitting your application online, Signature and Notary Seal required **once approved.**



ECONOMIC DEVELOPMENT CORP.

## OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

### Evaluation Scoring System

The Old Town Façade Improvement Grant Program (FIG) evaluation scoring system is based on the standards and criteria of the Program. Applications will be evaluated by each Committee member using this scoring system and funding of eligible improvements will be based upon a project's score and the following requirements.

- Projects must meet the applicable FIG standards and criteria, receive a score of 30 points or more, and meet all other program requirements to be considered for funding.
- Projects with a score between 46-60 will be eligible for funding up to \$50,000.00.
- Projects with a score between 30-45 will be eligible for funding up to \$40,000.00.

**Project:**

Tomball Group, LLC  
209 Market St.  
Tomball, Texas 77375

**Total Eligible Interior Cost:**

\$129,047.75

**Total Eligible Exterior Cost:**

\$98,350.31

**Total Project Investment:**

\$227,398.06

### Evaluation Categories

Visibility	Points Available
Building located off of 2920 or highly visible from 2920	5
Building located on predominantly commercial streets	4
Building located on residential or minor street	3

Existing Condition	Points Available
Poor: The existing appearance and condition of the property is structurally unstable or dilapidated	5
Fair: The existing appearance and condition of the property is structurally stable but needs substantial renovations	3
Good: The existing appearance and condition of the property is in need of little to no structural or substantial renovations	1

<b>Impact of Improvement</b>	<b>Points Available (can be combined)</b>
The project includes major/complete façade work and site redevelopment	5
The building façade is predominately brick/stone (excluding windows/doors)	5
The project includes moderate façade work and site redevelopment	4
The building includes a creative design that is an appropriate fit for the proposed location and is consistent with the downtown character	4
The building façade improvements along the alley are of the same quality as the street facing facades	4
The building preserves or restores historical features or characteristics	3
The project significantly improves the streetscape or alleyscape adjacent to the building	2

<b>Importance to the Area</b>	<b>Points Available (points can be combined for mixed use project up to 15 points)</b>
Restaurant	7
Entertainment	6
Retail – desired retail uses (determined by Committee)	6
Office	5
Primary Employment	4
Retail – general retail uses	3
Other uses	Point value determined by the Committee

<b>Owner vs TEDC Contribution Ratio</b>	<b>Points Available</b>
Greater than 7:1	5
Greater than 4:1 but less than 7:1	3
1:1 up to 4:1	1

<b>Readiness</b>	<b>Points Available</b>
Applicant has architect's renderings, quotes, proof of ownership/lease and 100% of grant checklist requirements	5
Applicant has quotes and proof of ownership/lease and 50% of grant checklist requirements	3
Applicant has quotes and only 25% of grant checklist requirements	1

Local Owner/Occupant	Points Available
Building is owned by a local landlord/owner and the business is locally owned and operated	5
Building is owned by an absent landlord, but the business is locally owned and operated	3
Building is owned by an absent landlord, and the business is not locally owned	1

Utilization of Local Businesses	Points Available
Applicant is using mostly local businesses to make improvements	5
Applicant is using half local businesses to make improvements	3
Applicant is using no local businesses to make improvements	1

<b>Total Points</b>	<b>52</b>
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November 18, 2025

Mike & Teresa Latsis  
Tomball Group, LLC  
209 Market Street  
Tomball, Texas 77375

**RE: CONDITIONAL APPROVAL - Old Town Façade Improvement Grant Program**

Dear Mr. & Mrs. Latsis:

Thank you for your recent application to the Old Town Facade Improvement Grant Program. We are pleased to inform you that your application for the proposed improvements at **209 Market Street, Tomball, Texas 77375**, has received **conditional approval** from the Business Retention & Expansion (BR&E) Review Committee.

This conditional approval is based on the preliminary review of your application materials, including your project description, cost estimates, and proposed design concept. The BR&E Committee met on November 18, 2025, to review your submittal and found that based on the Evaluation Scoring System your project received a score of **52** which is eligible for funding up to **\$50,000.00**.

**Conditional Approval**

This letter serves as formal notice of conditional approval of the application, as submitted, based on the preliminary review conducted by the Tomball Economic Development Corporation's (BR&E) Review Committee. While we are encouraged by your project's potential and the progress made to date, please carefully review the following critical conditions:

**1. Final Approval Pending**

This conditional approval does not constitute a commitment of funds or a final decision. The project remains subject to final approval by Tomball City Council, which includes a full review of all required documentation, terms, and conditions.

**2. No Guarantee of Funding**

Funding for this project is not guaranteed until formal approval is granted by the Tomball Economic Development Corporation's Board of Directors and Tomball City Council through a resolution or other official action.

**3. Proceeding at Your Own Risk**

If you choose to begin project activities prior to receiving final approval, please understand you do so at your own risk. Neither the TEDC, City of Tomball, nor its affiliates shall be held liable for any costs, obligations, or commitments incurred in anticipation of funding.

### Process for Final Approval

Your application will be presented at the next available Tomball Economic Development Corporation Board of Directors Meeting for approval. It will then proceed to the next two available Tomball City Council Meetings for final approval via two separate readings of a resolution.

Once all approvals are obtained and legal notice requirements fulfilled, TEDC staff will reach out to initiate execution of the grant agreement.

### Project Work and Reimbursement Guidelines

While you may begin project work upon receipt of this letter, please note that the reimbursement of eligible expenses will only occur after full approval is secured and the grant agreement has been executed. Additionally, you must comply with all applicable City of Tomball permitting requirements, zoning regulations, building codes, and other local ordinances. Failure to do so may affect your eligibility for reimbursement.

Upon project completion, you must submit:

- Final paid invoice(s)
- Proof of payment(s)
- Digital “after” photographs of the completed improvements

Once all documentation is received and verified, TEDC will process the reimbursement and notify you when your check is ready.

### Financial Summary

Description	Your Investment	TEDC Grant
Eligible Improvements	\$227,398.06	\$50,000.00
<b>Total Amount Available from TEDC:</b>		<b>\$50,000.00</b>

We sincerely appreciate your dedication to preserving and enhancing the character of Old Town Tomball. If you have any questions or need further assistance, please do not hesitate to contact our office.

Sincerely,



Tori Gleason, PCED

Economic Development Coordinator  
Tomball Economic Development Corporation

# Regular Tomball EDC

## Agenda Item

### Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an Old Town Façade Improvement Grant for Tomball Social Haus to make direct incentives to, or expenditures for, building improvements for new or expanded business enterprise to be located at 209 Fannin Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$26,507.50.

- Public Hearing

**Background:**

The Tomball Economic Development Corporation has received a request from Per Werner, Owner, Tomball Social Haus for funding assistance through the TEDC's Old Town Façade Improvement Grant (FIG) Program for improvements to an approximately 825 square foot building located at 209 Fannin Street.

The proposed project includes the remodel of an existing 200-square-foot existing building near the rear of the property into a private event/meeting space. The space is currently being used for storage. The improvements include interior flooring, new shiplap walls, metal ceiling, and cabinetry. The project also includes improvements to the main building including exterior painting, siding, trim, and deck and column stain. Additionally, a new covered patio area will be constructed between the main building and accessory building.

The goal of the TEDC's Old Town Façade Improvement Grant is to promote and assist with renovation, rehabilitation, restoration, and enhancements to commercial buildings within the Old Town Mixed Use zoning district. In accordance with the Old Town Façade Improvement Grant Program Guidelines & Criteria, the proposed performance agreement is for 50% of the eligible improvement costs, not to exceed \$26,507.50.

The project and application were reviewed and conditionally approved by the Business Retention & Expansion (BRE) Committee on January 6, 2026. While this conditional approval enables the applicant to move forward with their project and avoid significant approval delays, it does not guarantee funding. Final approval is still required from both the TEDC Board and Tomball City Council. Applicants proceed at their own risk until those approvals are secured.

Once approved, the applicant will have nine months to complete the improvements. All grants are reimbursement grants and will only be funded after completion of the project, and after the applicant submits final paid itemized invoices/receipts for all applicable labor and materials, proof of payment, and digital photographs of the completed work.

Although this project does not create primary jobs, it does promote the development and expansion of business enterprise, which is considered a permissible project as outlined in Texas Economic Development Legislation. If this project is approved, it will go to the Tomball City Council for final approval by resolution at two separate readings.



**Origination:** Per Werner, Owner, Tomball Social Haus

**Recommendation:** Staff recommends approval of the Old Town Façade Improvement Grant for Tomball Social Haus.

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: ☒ No: ☐ If yes, specify Account Number: #Old Town Façade Improvement Grants

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed	Approved by
Staff Member-TEDC	Executive Director-TEDC
Date	Date





**Tomball Social Haus**

209 Fannin Street  
Tomball, Texas 77375  
Phone: 832-303-3204  
Email: Info@cadevents.com

**Date:** 12/23/25

**Tomball Economic Development Corporation**

Attn: Business Retention & Expansion Committee  
29201 Quinn Road, Suite A  
Tomball, Texas 77375

**RE: Request for Old Town Façade Improvement Grant – Tomball Social Haus (209 Fannin Street)**

Tomball Social Haus respectfully submits this request for consideration under the Old Town Façade Improvement Grant Program for exterior and site improvements to the property located at 209 Fannin Street within the Old Town Tomball District.

Tomball Social Haus is a new, locally owned business that will contribute to the activation and continued economic vitality of Old Town. The proposed project focuses on enhancing exterior architectural elements and adaptively reusing existing structures in a manner consistent with the character, scale, and intent of the district.

The scope of work includes the installation of architecturally appropriate awnings and exterior coverings, along with the construction of a covered rear patio area. These improvements will allow the space to remain functional during rain and colder weather, improving year-round



usability while maintaining compatibility with surrounding historic development.

Additionally, the project includes the repurposing of an existing rear garage/barn structure into an upscale private rental and meeting space. This adaptive reuse preserves the existing structure, activates underutilized space, and provides a unique venue for private events, meetings, and community gatherings that support increased foot traffic and extended use of the property.

The total investment for the proposed improvements is \$57,515.00. Assistance through the Old Town Façade Improvement Grant Program is essential to completing these improvements at a level of quality that aligns with Old Town design standards and the City's economic development objectives. All contractors utilized for this project are local to Tomball and are members of the Tomball Chamber of Commerce, ensuring that project investment directly benefits the local economy.

Upon opening, Tomball Social Haus will create one (1) full-time position and nine (9) part-time positions. All proposed improvements are scheduled to be completed within one (1) month of receiving written grant approval, demonstrating project readiness and the ability to promptly execute the improvements in accordance with program requirements.

Tomball Social Haus appreciates the opportunity to partner with the Tomball Economic Development Corporation in furthering the preservation, activation, and economic growth of Old Town Tomball. We respectfully request consideration for grant assistance through the Old Town Façade Improvement Grant Program.

**Sincerely,**

*Per Werner*

---

**Per Werner**

Owner

Tomball Social Haus

**APPLICATION  
for  
OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

I (We), hereinafter referred to as "APPLICANT", on behalf of the identified entity, submit to the Tomball Economic Development Corporation, hereinafter referred to as "TEDC", this application for consideration of an Old Town Façade Improvement Grant under the provisions of the TEDC's Old Town Façade Improvement Grant Program.

As part of this application, APPLICANT represents to TEDC the following:

1. APPLICANT has received a copy of the TEDC's Guidelines and Criteria for the Old Town Façade Improvement Grant Program. APPLICANT acknowledges to TEDC that in making this application, APPLICANT understands the terms and provisions thereof, and all questions relating to any needed interpretation thereof have been answered by authorized representatives of TEDC prior to the submission of this application.
  2. APPLICANT has secured such legal, accounting, and/or other advice that may be necessary for APPLICANT to determine the desirability of making this application and/or accurately and correctly answering any questions as hereinafter set out. APPLICANT acknowledges that it has completely relied on the advice and counsel of experts and/or appropriate persons retained, employed, or compensated by APPLICANT, and that it has not relied upon, nor is APPLICANT now attempting to rely upon the advice and counsel of TEDC, its servants, agents, employees and/or elected or appointed officers.
  3. By signing this document, "Application for Old Town Façade Improvement Grant" either in an individual capacity, jointly, or in a representative capacity. APPLICANT acknowledges and verifies that all of the facts, information, and allegations as herein set out are true, correct and accurate, and that TEDC may rely thereon as if the same had been signed by APPLICANT or APPLICANT'S agent before a Notary Public or other authorized officer permitted by law to administer oaths and to take acknowledgements. APPLICANT further acknowledges and understands that any materially false or misleading statements of fact may be considered a violation of the criminal laws of the State of Texas.
  4. The APPLICANT, whether a corporate entity, partnership, or other legal type business entity, or an individual, acknowledges and verifies that it is current on all current tax obligations, assessments, or other governmental levies and assessments, and that the same have been paid when due and payable, and that no delinquencies exist at this time. The APPLICANT swears and affirms that the APPLICANT is fully authorized to transact business in the State of Texas and in the state of incorporation if different from the State of Texas.
  5. The APPLICANT hereby certifies that the APPLICANT does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States; or (b) authorized under the law to be employed in that manner in the United States. APPLICANT understands and agrees that if, after receiving an Old Town Façade Improvement Grant, APPLICANT is convicted of a violation under 8 U.S.C. Section 1324a(f), the APPLICANT shall be required to reimburse to the TEDC the grant amount received. Payments must be paid in full within thirty (30) days after the date of written notification by the TEDC. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation. The TEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.
-

### Promotional Rights.

By accepting grant funds, the APPLICANT authorizes the TEDC to promote the project and property including, but not limited to, displaying a sign at the site indicating participation in the Program and using photographs and descriptions of the project and property in TEDC promotional materials, press releases, social media and websites.

### Applicant Information.

Applicant is: ☒ Owner ☐ Tenant Applicant

Business Entity Name: Tomball Social Haus

Mailing Address: 209 Fannin st Tomball Tx 77375

Phone Number: 832-303-3204

Email: info@cadevents.com

Street Address: 209 Fannin St, Tomball TX 77375

Home Address: 27 Quillwood pl

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

City/State/Zip: Magnolia Tx, 77354

Other companies and locations owned and/or operated by the APPLICANT

Company Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

**Building Owner Information.** (NOTE: if applicant is a tenant, building owner must apply as a co-applicant)

Business Owner Name: Per Werner

Building Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

6. Please attach a separate document providing a legal description of the property upon which the contemplated improvements will be located as *Exhibit A*.
7. Please attach a vicinity map locating the property within the City of Tomball as *Exhibit B*.

8. Please furnish detailed drawings, plans, specifications, color schemes, or any other available supporting documents for the proposed improvements and cost estimates as *Exhibit C*.
9. Please attach a letter describing the overall project and addressing the need for the TEDC grant funds.
10. Description of proposed improvements:

Description	Estimated Repair	Estimated Start Date	Completion Date
Barn/Garage Build Out	\$27,700.00	Within 7 Days of Approval	Within 30 Days of Approval
Patio Covering	\$10,815.00	Within 7 Days of Approval	Within 30 Days of Approval

11. New or existing business: X New        Existing  
Tomball Social Haus has been in operation for >1 years.

Existing # of jobs:        (If applicable) Full-time        Part-time       

New jobs (full-time): 1 New jobs (part-time): 9

13. Prior to APPLICANT'S execution of this application, APPLICANT has had this reviewed by an Attorney of the APPLICANT, or has had the opportunity to do so, and the parties hereto agree that based on the foregoing, this application for the Old Town Façade Improvement Grant Program shall not be construed in favor of one party over the other based on the drafting of this application.
14. APPLICANT and owner/landlord indemnify, defend, and hold TEDC harmless from any liability, injury, claim, expenses, and attorney's fees arising out of a contractor, builder, or contract for performance of improvements, or repair to buildings and facilities.
15. TEDC has delivered a copy of the guidelines and criteria for an Old Town Façade Improvement Grant Program to applicant for review, and the delivery hereof does not constitute an offer of an improvement grant.
16. The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the application for the Old Town Façade Improvement Grant Program. If any provision of this application for the Old Town Façade Improvement Grant Program should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this application shall not be affected thereby.

17. Before submitting an application to the TEDC, the APPLICANT must meet with the Development Review Committee (DRC) of the City of Tomball for a review of the proposed project improvements in order to fulfill paragraph (16) project eligibility requirement in the TEDC "Guidelines and Criteria." The APPLICANT can make an appointment by calling 281-290-1405.

## VERIFICATION

I (We), the undersigned APPLICANT(S), certify that all the information furnished TEDC has been furnished freely by the APPLICANT(S), herein, and further acknowledge that no rights or privileges may be relied on as a part of any application. In addition, it is acknowledged that the Tomball Economic Development Corporation may or may not grant an Old Town Façade Improvement Grant based upon application or request hereunder purely as a matter of discretion, and that there is no legal right to rely on any previous actions taken in same or similar applications, or previous actions taken on other applications concerning the same or similar property.

Signed and submitted to Tomball Economic Development Corporation on this, the 23rd day of December, 2025.

**Applicant:** Per Werner

Signature: Per Werner

Phone: 414-698-5071

Email: info@cadevents.com

**Property Owner/Landlord:** \_\_\_\_\_

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

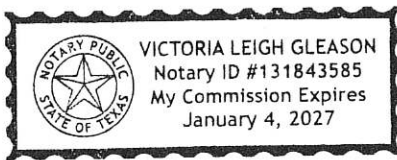
Phone: \_\_\_\_\_

Email: \_\_\_\_\_



The State of Texas  
County of Harris

Before me, the undersigned authority, on this 23<sup>rd</sup> day of December,  
2025, personally appeared Permer,  
known to me to be the persons whose names are subscribed to the foregoing  
instrument, and acknowledged to me and that they executed the same for the  
purposes therein expressed.



[Signature]  
Notary Public in and for the State of Texas  
My Commission Expires: 01/04/2027

The State of Texas  
County of Harris

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, personally appeared \_\_\_\_\_,  
known to me to be the persons whose names are subscribed to the foregoing  
instrument, and acknowledged to me and that they executed the same for the  
purposes therein expressed.

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission Expires: \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT OF AND AGREE TO COMPLY WITH  
THE GUIDELINES AND CRITERIA FOR BUSINESS IMPROVEMENT GRANT  
PROGRAM BY THE TOMBALL ECONOMIC DEVELOPMENT  
CORPORATION**

Applicant: Per Werner  
Address: 209 Fannin st Tomball Tx 77375  
Phone No.: 414-698-5071  
Signature: Per Werner

Property Owner/Landlord: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Signature: \_\_\_\_\_

This acknowledgement page must be signed and returned to the Executive Director of Economic Development. Please retain the Guidelines and Criteria for your records.

**Applicants are strongly encouraged to shop locally for products and services.**

**DOCUMENTATION CHECKLIST**  
**for**  
**OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

As part of this application, the following documentation is being provided by the applicant:

- ☐ Request Letter describing proposed project and the need for grant funds;
- ☐ All grant applications must include a drawing to scale showing design intent, materials, and colors to be used of all the proposed grant work to be done;
- ☐ Establishment of Business Entity Name (Copy of Articles of Incorporation, dba, etc.);
- ☐ Copy of Lease Agreement (if facility is leased);
- ☐ Legal description of subject property (Exhibit A);
- ☐ Vicinity map of subject property (Exhibit B);
- ☐ Estimates of proposed improvements from the company to be doing the work (as much detail as possible) (Exhibit C);
  - Itemized estimates/quotes which include information and details such as color samples of paint, fabric, sign material
- ☐ Digital pictures of the site and area (interior and exterior) to be improved emailed to [tgleason@tomballtxedc.org](mailto:tgleason@tomballtxedc.org) (Exhibit D);
- ☐ If submitting your application online, Signature and Notary Seal required **once approved.**



ECONOMIC DEVELOPMENT CORP.

## OLD TOWN FAÇADE IMPROVEMENT GRANT PROGRAM

### Evaluation Scoring System

The Old Town Façade Improvement Grant Program (FIG) evaluation scoring system is based on the standards and criteria of the Program. Applications will be evaluated by each Committee member using this scoring system and funding of eligible improvements will be based upon a project's score and the following requirements.

- Projects must meet the applicable FIG standards and criteria, receive a score of 30 points or more, and meet all other program requirements to be considered for funding.
- Projects with a score between 46-60 will be eligible for funding up to \$50,000.00.
- Projects with a score between 30-45 will be eligible for funding up to \$40,000.00.

**Project:**

Tomball Social Haus  
209 Fannin Street  
Tomball, Texas 77375

**Total Eligible Interior Cost:**

\$27,700.00

**Total Eligible Exterior Cost:**

\$25,315.00

**Total Project Investment:**

\$53,015.00

### Evaluation Categories

Visibility	Points Available
Building located off of 2920 or highly visible from 2920	5
Building located on predominantly commercial streets	4
Building located on residential or minor street	3

Existing Condition	Points Available
Poor: The existing appearance and condition of the property is structurally unstable or dilapidated	5
Fair: The existing appearance and condition of the property is structurally stable but needs substantial renovations	3
Good: The existing appearance and condition of the property is in need of little to no structural or substantial renovations	1

<b>Impact of Improvement</b>	<b>Points Available (can be combined)</b>
The project includes major/complete façade work and site redevelopment	5
The building façade is predominately brick/stone (excluding windows/doors)	5
The project includes moderate façade work and site redevelopment	4
The building includes a creative design that is an appropriate fit for the proposed location and is consistent with the downtown character	4
The building façade improvements along the alley are of the same quality as the street facing facades	4
The building preserves or restores historical features or characteristics	3
The project significantly improves the streetscape or alleyscape adjacent to the building	2

<b>Importance to the Area</b>	<b>Points Available (points can be combined for mixed use project up to 15 points)</b>
Restaurant	7
Entertainment	6
Retail – desired retail uses (determined by Committee)	6
Office	5
Primary Employment	4
Retail – general retail uses	3
Other uses	Point value determined by the Committee

<b>Owner vs TEDC Contribution Ratio</b>	<b>Points Available</b>
Greater than 7:1	5
Greater than 4:1 but less than 7:1	3
1:1 up to 4:1	1

<b>Readiness</b>	<b>Points Available</b>
Applicant has architect's renderings, quotes, proof of ownership/lease and 100% of grant checklist requirements	5
Applicant has quotes and proof of ownership/lease and 50% of grant checklist requirements	3
Applicant has quotes and only 25% of grant checklist requirements	1

<b>Local Owner/Occupant</b>	<b>Points Available</b>
Building is owned by a local landlord/owner and the business is locally owned and operated	5
Building is owned by an absent landlord, but the business is locally owned and operated	3
Building is owned by an absent landlord, and the business is not locally owned	1

<b>Utilization of Local Businesses</b>	<b>Points Available</b>
Applicant is using mostly local businesses to make improvements	5
Applicant is using half local businesses to make improvements	3
Applicant is using no local businesses to make improvements	1

<b>Total Points</b>	<b>45</b>
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January 6, 2026

Per Werner  
 Tomball Social Haus  
 209 Fannin Street  
 Tomball, Texas 77375

**RE: CONDITIONAL APPROVAL - Old Town Façade Improvement Grant Program**

Dear Mr. Werner:

Thank you for your recent application to the Old Town Façade Improvement Grant Program. We are pleased to inform you that your application for the proposed improvements at **209 Fannin Street, Tomball, Texas 77375**, has received **conditional approval** from the Business Retention & Expansion (BR&E) Review Committee.

This conditional approval is based on the preliminary review of your application materials, including your project description, cost estimates, and proposed design concept. The BR&E Committee met on January 6, 2026, to review your submittal and found that based on the Evaluation Scoring System your project received a score of **45** which is eligible for funding up to **\$40,000.00**.

**Conditional Approval**

This letter serves as formal notice of conditional approval of the application, as submitted, based on the preliminary review conducted by the Tomball Economic Development Corporation's (BR&E) Review Committee. While we are encouraged by your project's potential and the progress made to date, please carefully review the following critical conditions:

**1. Final Approval Pending**

This conditional approval does not constitute a commitment of funds or a final decision. The project remains subject to final approval by Tomball City Council, which includes a full review of all required documentation, terms, and conditions.

**2. No Guarantee of Funding**

Funding for this project is not guaranteed until formal approval is granted by the Tomball Economic Development Corporation's Board of Directors and Tomball City Council through a resolution or other official action.

**3. Proceeding at Your Own Risk**



If you choose to begin project activities prior to receiving final approval, please understand you do so at your own risk. Neither the TEDC, City of Tomball, nor its affiliates shall be held liable for any costs, obligations, or commitments incurred in anticipation of funding.

### Process for Final Approval

Your application will be presented at the next available Tomball Economic Development Corporation Board of Directors Meeting for approval. It will then proceed to the next two available Tomball City Council Meetings for final approval via two separate readings of a resolution.

Once all approvals are obtained and legal notice requirements fulfilled, TEDC staff will reach out to initiate execution of the grant agreement.

### Project Work and Reimbursement Guidelines

While you may begin project work upon receipt of this letter, please note that the reimbursement of eligible expenses will only occur after full approval is secured and the grant agreement has been executed. Additionally, you must comply with all applicable City of Tomball permitting requirements, zoning regulations, building codes, and other local ordinances. Failure to do so may affect your eligibility for reimbursement.

Upon project completion, you must submit:

- Final paid invoice(s)
- Proof of payment(s)
- Digital “after” photographs of the completed improvements

Once all documentation is received and verified, TEDC will process the reimbursement and notify you when your check is ready.

### Financial Summary

Description	Your Investment	TEDC Grant
Eligible Improvements	\$53,015.00	\$26,507.50
<b>Total Amount Available from TEDC:</b>		<b>\$26,507.50</b>

We sincerely appreciate your dedication to preserving and enhancing the character of Old Town Tomball. If you have any questions or need further assistance, please do not hesitate to contact our office.

Sincerely,



Tori Gleason, PCED

Economic Development Coordinator  
Tomball Economic Development Corporation

# Regular Tomball EDC Agenda Item Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by Title 5, Chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following purpose:

- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.
- Section 551.087, - Deliberation regarding Economic Development negotiations.

**Background:**

**Origination:** Kelly Violette, Executive Director, Tomball Economic Development Corporation

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed _____	Approved by _____
Staff Member-TEDC _____	Executive Director-TEDC _____
Date _____	Date _____

# Regular Tomball EDC Agenda Item Data Sheet

**Meeting Date:** January 13, 2026

**Topic:**

Reconvene into regular session and take action, if necessary, on items discussed in Executive Session.

**Background:**

**Origination:** Kelly Violette, Tomball Economic Development Corporation, Executive Director

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed	_____	Approved by	_____
	Staff Member-TEDC		Executive Director-TEDC
	Date		Date