

**NOTICE OF A PUBLIC MEETING**

**AN AGENDA OF A REGULAR MEETING OF THE  
TAX INCREMENT REINVESTMENT ZONE BOARD  
THE CITY OF SAN ANGELO, TEXAS  
12:00 Noon – Wednesday September 17, 2014  
McNease Convention Center, South Meeting Room  
501 Rio Concho Drive**

**THE MCNEASE CONVENTION CENTER IS ACCESSIBLE TO PERSONS WITH DISABILITIES. ACCESSIBLE ENTRIES AND SPECIALLY MARKED PARKING SPACES ARE AVAILABLE AT BOTH MAIN ENTRANCES AT SURBER DRIVE AND RIO CONCHO DRIVE. IF ADDITIONAL ASSISTANCE IS NEEDED TO OBSERVE OR COMMENT, PLEASE NOTIFY DEVELOPMENT SERVICES DEPARTMENT, 52 N. CHADBOURNE, ROOM 201 325. 657.4210, AT LEAST 24 HOURS PRIOR TO THE MEETING.**

*As a courtesy to those in attendance, please place your cell phone on "Silent" or "Vibrate". Thank You!*

- I. Call to order, establish quorum.
- II. Public comment.  
*The chair will call for public comment on each item on the agenda at its appropriate time. Public input on an item not on the agenda may be identified and requested for consideration by the board at this time.*
- III. Consideration of approving the minutes from the July 16, 2014 TIRZ Board Meeting.
- IV. Update on the North Chadbourne Streetscape Project.
- V. Discussion and possible action regarding the alteration of boundaries of the Tax Increment Reinvestment Zone area.
- VI. Discussion and possible action regarding the FY2015 budget as it relates to development incentives.
- VII. Discussion and possible action relating to revisions of the current TIRZ Incentives Policy.
- VIII. Announcements and consideration of future agenda items.
- IX. Adjournment.

Given by order of the TAX INCREMENT REINVESTMENT ZONE BOARD and posted in accordance with Title 5, Texas Government Code, Chapter 551, Friday, September 12, 2014 at 5:00 p.m.

*Patrick Howard*

Patrick Howard, Director, Planning & Development Services

III. Consideration of approving the minutes from the July 16, 2014 TIRZ Board Meeting.

**MINUTE RECORD OF THE CITY OF SAN ANGELO TAX INCREMENT REINVESTMENT ZONE MEETING HELD ON WEDNESDAY, July 16, 2014 AT 12:00 PM, MCNEASE CONVENTION CENTER, 500 RIO CONCHO DRIVE.**

**PRESENT:** Lee Pfluger, Bob Pfluger, William Dendle, Mike Campbell, Nelly Perez, John Klingeman, Dominique Santos, Michael Noret, David Mazur, and Craig Kinney

**ABSENT:** (AE) Travis Stribling, (AU) Johnny Calvert, and (AU) Roger Allen

**STAFF:** Patrick Howard, AJ Fawver, Sarah Tackett

**I. Call to order, establish quorum.**

The meeting was called to order at 12:00 pm. It was established that a quorum was present.

**II. Public comment.**

*No public comment.*

**III. Consideration of approving the minutes from the May 21, 2014 meeting.**

*Motion was made to accept the minutes, with a correction to Item VII, by Mr. Mike Campbell, seconded by Mr. David Mazur and carried unanimously.*

**IV. Appeal from Mr. Casey Barrett to the TIRZ Board regarding an Incentive Program with regards to the building at 121 W. Twohig.**

Mr. Patrick Howard gave a brief overview of the item; stating that the property is located in the TIRZ Boundary – however, construction had commenced before appropriate documents had been submitted. Staff is not able to administratively approve this request; therefore, Mr. Barrett requested to come before the TIRZ Board to appeal his request.

Mr. Barrett introduced himself and handed out some background information on the property, before and after pictures were included. He explained that he and his colleagues were excited to be located in the downtown area. The facility is a Data Center for area banks in Del Rio, Rankin, Big Lake, and Eden. Currently, they have seven employees.

Mr. Barrett stated that on May 14, 2014 he met with Patrick Howard, Roland Pena and Robert Schneeman; at this meeting I asked for an application for the Downtown Incentive Policy for façade improvements and tax abatement. I was told that the deadline to apply was prior to construction. We had been working with the City since the beginning of the process; the construction had detailed

plans that were reviewed by AJ Fawver, Planning Commission and River Corridor Commission. However, during this time the City had turnover in managerial positions and he feels like they were lost in the shuffle. Mr. Barrett added that Bill Ford was the contractor on this project and he was aware that they were interested in participating in the Incentive Program. Mr. Barrett did follow-up with City Staff and was referred to appeal the decision to the TIRZ Board.

Mr. Barrett asked the TIRZ Board to consider reimbursement to him for the Façade Improvements and Tax Abatement.

Mr. Craig Kinney asked how much money is involved in the reimbursement? Mr. Barrett stated that the Façade Reimbursement is up to \$7500 and the Tax Abatement Incentive is based on percentage.

Mr. Patrick Howard stated that the TIRZ Incentives Policy clearly states that no work shall commence prior to application. Mr. Mike Campbell asked if there is an appeals procedure? Mr. Howard stated there is no procedure for an appeal. Mr. Barrett requested to speak to the TIRZ Board. Mr. Campbell added that the decision made for this appeal will set a precedent for the future.

Mr. Bob Pfluger expressed concern, stating that the board should not be looking at administrative issues; a review of the procedure is needed. Mr. William Dendle added that it is a very nice building; he is concerned that the Board is hearing an appeal when the policy does not allow for or have a process for; maybe a policy should be adopted. Mr. Lee Pfluger thanked Mr. Barrett for bring the issue to the Board's attention.

Mr. Craig Kinney stated that he doesn't understand all the ins and outs of when this happened; he is not concerned with setting a precedent. He believes Mr. Barrett and associates acted in good faith in this case. He would recommend that staff review this case. Mr. David Mazur questioned if staff can change the policy? Mr. Howard stated that the Board can direct staff to review the policy and bring back changes regarding an appeal process. Mr. Mazur added that it seems like many people are not even aware of the program; he suggested the possibility of adding a 30-60 day moratorium to the policy. Mr. John Klingeman thanked Mr. Barrett for speaking to the Board today; he stated that he thought adding the 30-60 day moratorium to the policy is a good idea. Mr. Lee Pfluger stated that the board had a decision to make either decide to grant the appeal or direct staff to redirect policy.

*Motion to direct City Staff to update policy to include an appeals process and bring to TIRZ Board for review by Mr. Bob Pfluger, seconded by Mr. Mike Campbell and carried unanimously.*

**V. Review and Consideration of the May 2014 and June 2014 Financial Reports.**

Mr. Patrick Howard presented the financials for May and June 2014 for Downtown TIRZ, North TIRZ and the New Freedom Grant. Mr. Lee Pfluger

stated that some information was missing from the report; Board needs to know how much money each area had, how much is committed and ending fund balance. Mr. Howard stated that staff's intent is to have more detailed information; staff will work with finance to make sure that the Financial Report does have all necessary information.

*(A copy of the presentation is part of the Permanent Supplemental Minute Record)*

*No action taken.*

**VI. Review and consideration of possible TIRZ Boundary Expansion.**

Mr. Patrick Howard stated that staff has been working with the Downtown Development Commission (DDC) to advance the vision and goals of the Downtown Master Plan. Mr. Howard presented the existing TIRZ Boundaries. The seven areas where expansion is possible were presented. Mr. Lee Pfluger explained to staff to be very specific on impact of revenues of TIRZ. Mr. Bob Pfluger stated that staff needs to justify why it is important to align with DDC.

Ms. Sue Mims, WTOS, added that there are many additional issues to look at.

What is appropriate in North TIRZ as to Downtown TIRZ. Downtown development creates a dynamic. Sue believes the strongest needs of development are S. Oakes and S. Chadbourne. Mr. Jerry

Sea, WTOS, stated that when the TIRZ was first reviewed it was to separate the taxes; revitalize the north and downtown areas. He would like the TIRZ to be left alone, no changes.

*(A copy of the presentation is part of the Permanent Supplemental Minute Record)*

*No action taken.*

**VII. Announcements and consideration of future agenda items.**

Mr. William Dendle would like an update on the New Freedom Projects.

**VIII. Adjournment.**

*Motion to adjourn by Mr. David Mazur, seconded by Mr. Bob Pfluger and carried unanimously. The meeting was adjourned at 1:10 pm.*

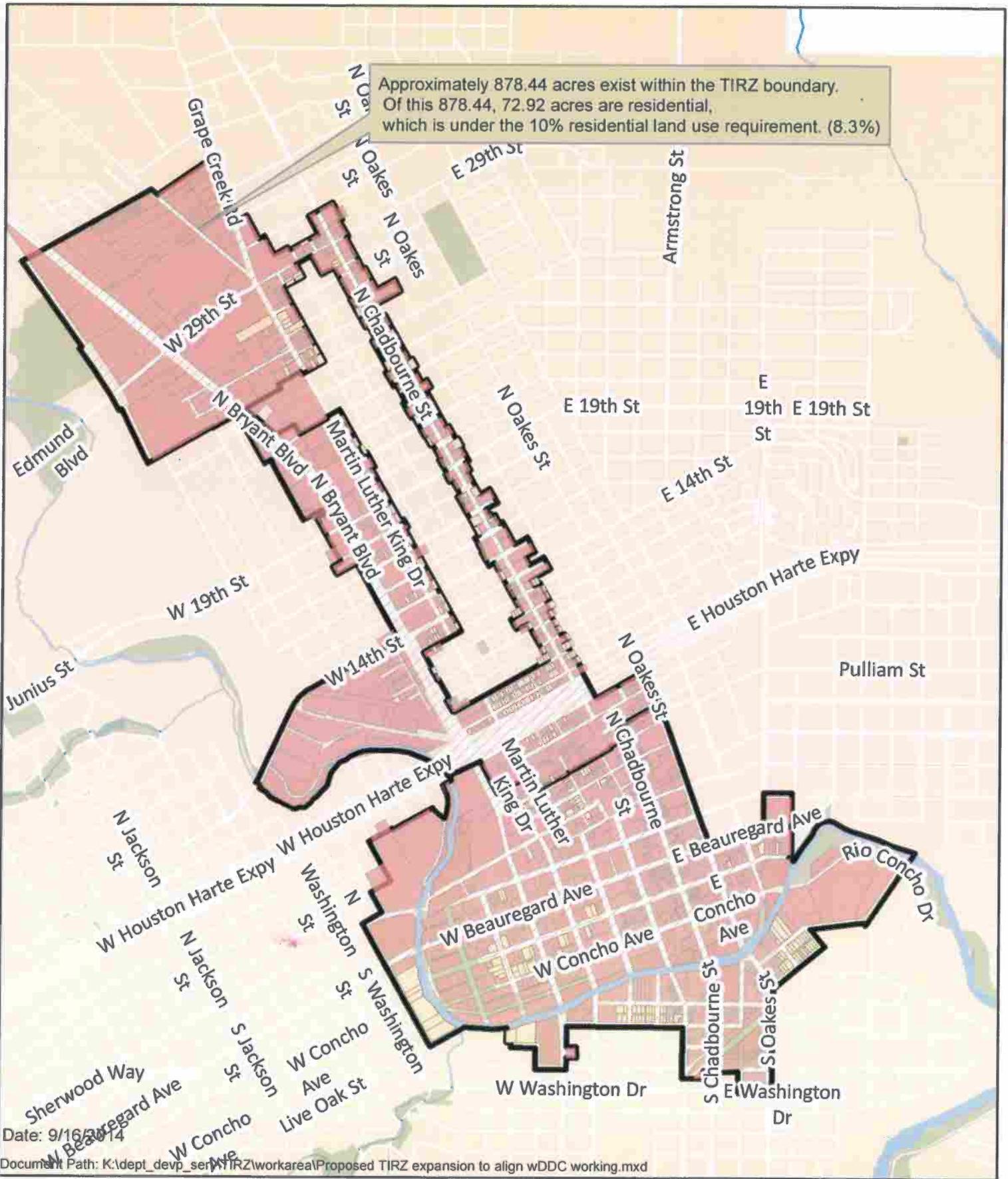
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Lee Pfluger, TIRZ Chairman

**V. Discussion and possible action regarding the alteration of boundaries of the Tax Increment Reinvestment Zone Area.**



Approximately 878.44 acres exist within the TIRZ boundary. Of this 878.44, 72.92 acres are residential, which is under the 10% residential land use requirement. (8.3%)



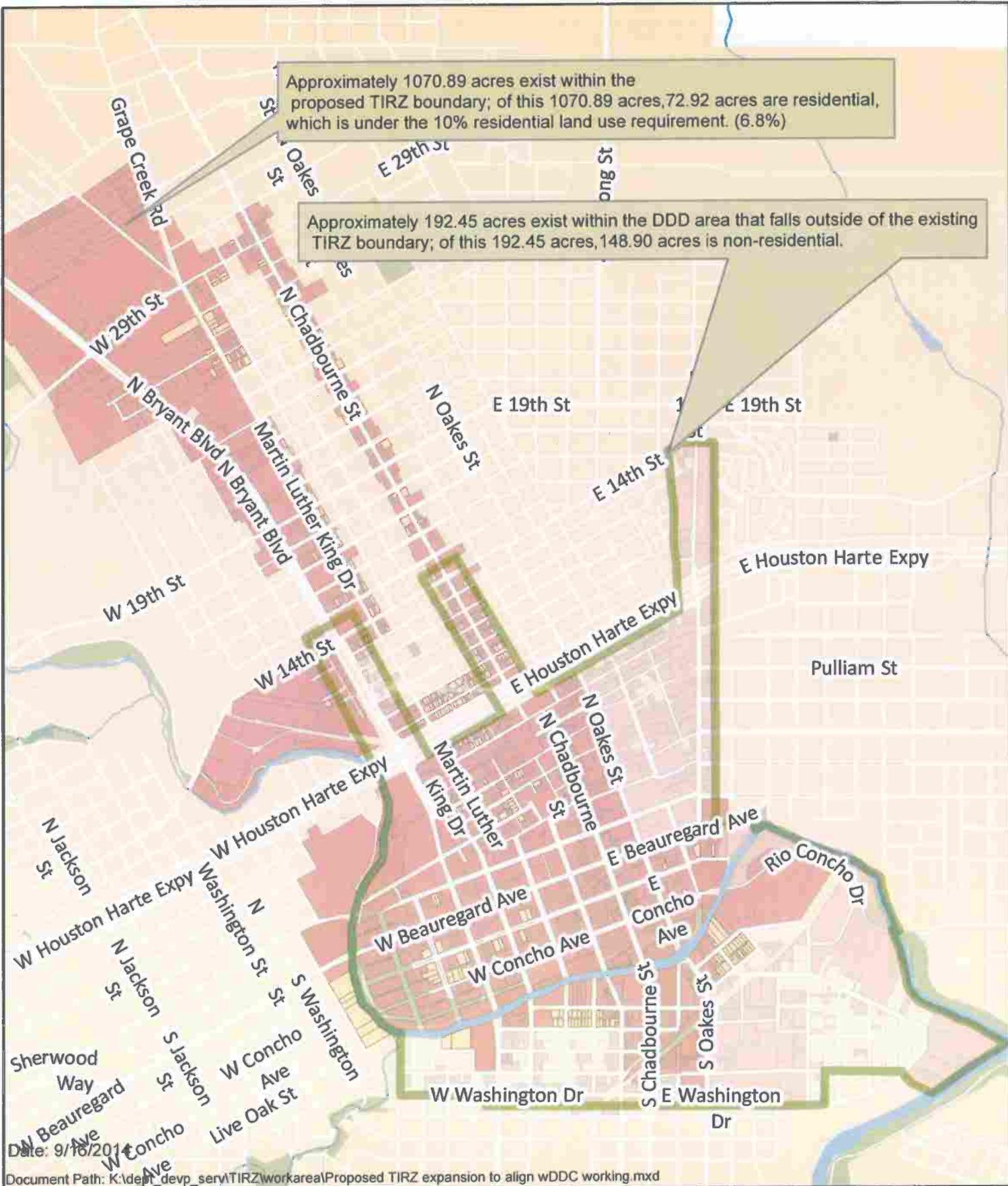
# Existing TIRZ Boundaries

- Residential - Existing
- Non-Residential - Existing
- TIRZ Boundary



1 inch = 2,000 feet

Date: 9/16/2014  
 Document Path: K:\dept\_devp\_ser\TIRZ\workarea\Proposed TIRZ expansion to align wDCC working.mxd



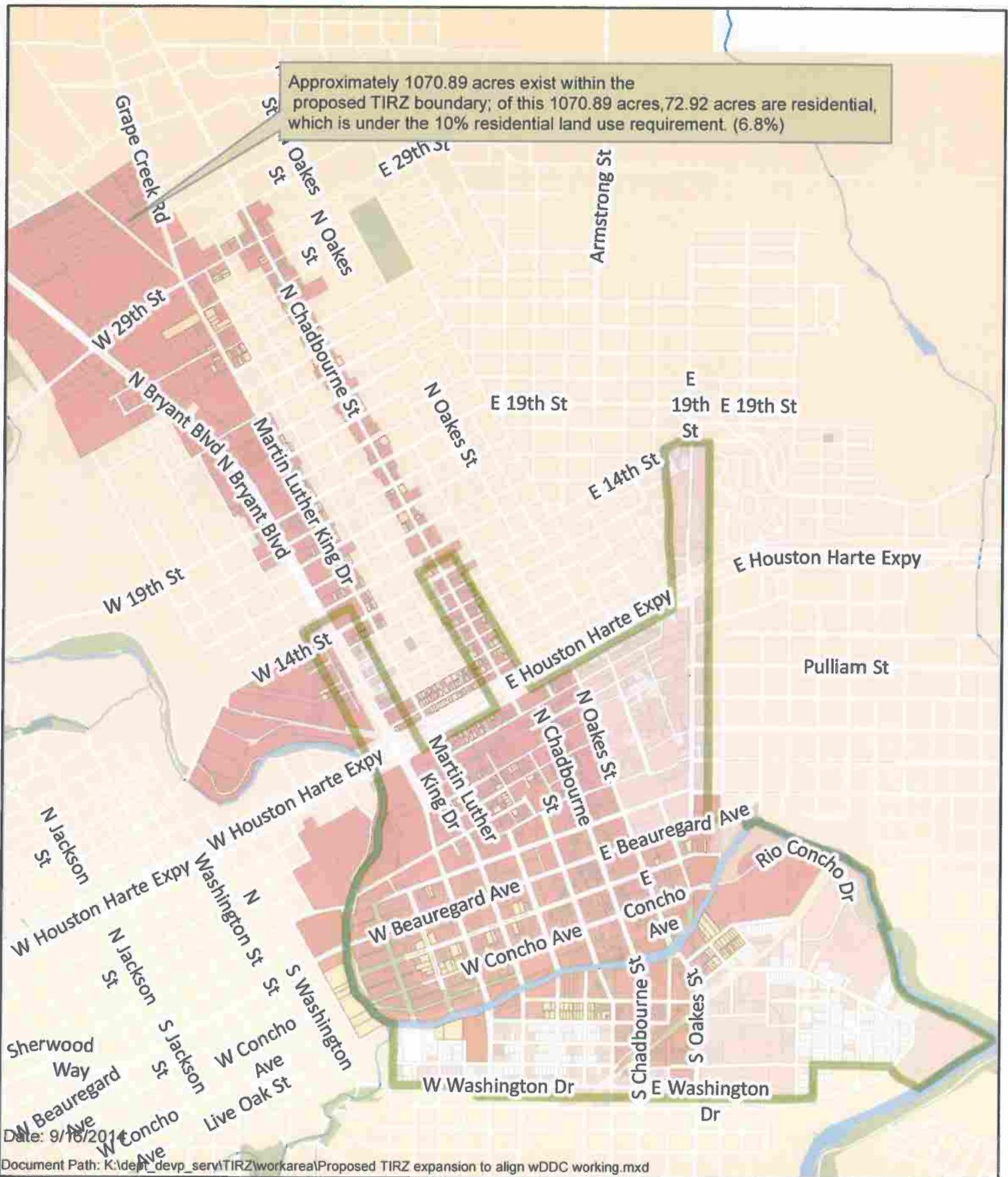
- Downtown Development District
- Residential - Proposed
- Non-Residential - Proposed
- Residential - Existing
- Non-Residential - Existing

# Proposed TIRZ Boundaries



1 inch = 2,000 feet

Approximately 1070.89 acres exist within the proposed TIRZ boundary; of this 1070.89 acres, 72.92 acres are residential, which is under the 10% residential land use requirement. (6.8%)



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# Proposed TIRZ Boundaries

- Downtown Development District
- Residential - Proposed
- Non-Residential - Proposed
- Residential - Existing
- Non-Residential - Existing



1 inch = 2,000 feet

VI. Discussion and possible action regarding the FY2015 budget as it relates to development incentives.

TIRZ - North - FY14					
Account Name	Budgeted	Collected YTD	Spent YTD	Remaining	
Real Property Tax	\$273,286	\$272,997			
	Budgeted	Amended Budget	Spent YTD	Remaining	
Professional Services	\$237,789	\$255,415	\$44,827	\$210,588	
Contract Services	\$30,000		\$0	\$30,000	
Water/Sewer Utilities	\$1,380		\$1,250	\$130	
Electricity	\$2,500		\$1,641	\$859	
Advertising	\$100		\$0	\$100	
Printing & Copying	\$175		\$0	\$175	
Mileage	\$57		\$0	\$57	
Office Supplies	\$138		\$0	\$138	
Postage & Shipping	\$100		\$2	\$98	
Food	\$1,047		\$416	\$631	
				<b>\$242,776</b>	

TIRZ - North - FY15

*Figures in Italics are Staff Recommendations*

Account Name	Projected	Comments
Real Property Tax	\$352,211	Based on TGCAD projections at 98% collection rate
Professional Services	<i>Budgeted</i>	<i>Comments</i>
Professional Services - Administrative Costs	\$352,211	
Contract Services	\$29,749	5% of overall budget
	\$108,594	20% of available funds (\$542,968) recommended for discretionary funding of projects (work which does not fall within existing incentives)
Water/Sewer Utilities	\$1,380	Based on FY14 expenses
Electricity	\$2,500	Based on FY14 expenses
Advertising	\$5,950	1% of overall budget
Printing & Copying	\$5,950	1% of overall budget
		<b>Payout Estimates</b>
Sales & Use Tax Rebate		Minimum \$2,062; No maximum
Water Tap Refund		\$5,000 maximum per project
Asbestos Abatement Incentive		\$15,000 maximum per project
Paving Incentive		\$7,500 maximum per project
New Sign Incentive		\$500 maximum per project
Façade Improvement Incentive		\$7,500 maximum per project
Development Fee Reduction		No minimum or maximum - total of all fees
Secondary Egress Grant		\$20,000 maximum per project
Sprinkler & Monitored Smoke Alarm Incentive		\$5,000 maximum per project
Outside Storage Screening Initiative		\$2,000 maximum per project
Landscape Incentive		\$2,000 maximum per project
Property Tax Rebate		No minimum or maximum - 81.75 cents per \$100 valuation
Mileage	\$1,963	.33% of overall budget
Office Supplies	\$1,963	.33% of overall budget
Postage & Shipping	\$1,963	.33% of overall budget
Food	\$600	Based on FY14 expenses
<b>CARRYOVER FROM FY14</b>	<b>\$242,776</b>	
<b>TOTAL FOR FY15</b>	<b>\$594,987</b>	
Minus Basic Expenses	\$160,613	
	<b>\$434,374</b>	

80% of Available Funds (\$542,968): \$434,374

TIRZ - South - FY14					
Account Name	Budgeted	Collected YTD	Spent YTD	Spent YTD	Remaining
Real Property Tax	\$167,966	\$187,291			
Professional Services	\$137,044	\$338,497	\$295,832	\$295,832	\$42,665
Contract Services	\$30,000	\$110,000	\$18,774	\$18,774	\$91,226
Advertising	\$100		\$0	\$0	\$100
Printing & Copying	\$150		\$0	\$0	\$150
Mileage	\$42		\$0	\$0	\$42
Office Supplies	\$69		\$0	\$0	\$69
Postage & Shipping	\$50		\$2	\$2	\$48
Food	\$511		\$280	\$280	\$231
					<b>\$134,531</b>

TIRZ - South - FY15

*Figures in Italics are Staff Recommendations*

Account Name	Projected	Comments
Real Property Tax	\$345,401	Based on TGCAD projections at 98% collection rate
Professional Services	<i>Budgeted</i> \$345,401	Comments
Professional Services - Administrative Costs	\$23,967	5% of overall budget
Contract Services	\$93,000	20% of available funds (\$542,968) recommended for discretionary funding of projects (work which does not fall within existing incentives)
Advertising	\$4,793	1% of overall budget
Printing & Copying	\$4,793	1% of overall budget
Sales & Use Tax Rebate		Payout Estimates
Water Tap Refund		Minimum \$2,062; No maximum
Asbestos Abatement Incentive		\$5,000 maximum per project
Paving Incentive		\$15,000 maximum per project
New Sign Incentive		\$7,500 maximum per project
Façade Improvement Incentive		\$500 maximum per project
Development Fee Reduction		\$7,500 maximum per project
Secondary Egress Grant		No minimum or maximum - total of all fees
Sprinkler & Monitored Smoke Alarm Incentive		\$20,000 maximum per project
Outside Storage Screening Initiative		\$5,000 maximum per project
Landscape Incentive		\$2,000 maximum per project
Property Tax Rebate		No minimum or maximum - 81.75 cents per \$100 valuation
Mileage	\$1,582	.33% of overall budget
Office Supplies	\$1,582	.33% of overall budget
Postage & Shipping	\$1,582	.33% of overall budget
Food	\$600	Based on FY14 expenses
<b>CARRYOVER FROM FY14</b>	<b>\$134,531</b>	
<b>TOTAL FOR FY15</b>	<b>\$479,932</b>	
Minus Basic Expenses	\$107,932	
	<b>\$372,000</b>	

80 % of Available Funds (\$465,000): \$372,000

VII. Discussion and possible action relating to revisions of the current TIRZ Incentives Policy.



# TIRZ INCENTIVE POLICY

Updated 09/12/14



## BACKGROUND

To encourage revitalization and infill development of properties which fall within the TIRZ (Tax Increment Reinvestment Zone) area, the City of San Angelo offers many unique incentives. The TIRZ is divided into two areas, TIRZ - North and TIRZ - South, as illustrated on page 5. Contact the Planning & Development Services Department for more information at (325) 657-4210.

The incentives are part of an overall strategy to leverage investment, lower the cost of doing business and incentivize property owners choosing to improve commercial / retail properties in the target area. They are also intended to preserve the architectural and historic character of buildings and corridors within these areas.

## ELIGIBILITY AREAS

### General Eligibility Information

Beginning in FY2015, each of the twelve incentives may be awarded in either eligibility area. Specifically excluded from this incentive policy are churches and non-profit organizations or other tax exempt properties. Unless specifically exempted, all projects seeking incentives must meet current building standards, codes and permitting requirements as well as be current on all taxing obligations. All incentives are subject to funding availability and final approval by the City of San Angelo. Receipt of a complete application package and the execution of an incentives agreement is required before work can begin. Applicants will only be eligible for incentives which they have indicated their intent to receive on the application.

### TIRZ - North Eligibility Area

The map on page 6 highlights the eligibility area for the TIRZ - North, within which the incentives outlined within this policy are available.

### TIRZ - South Eligibility Area

The map on page 7 highlights the eligibility area for the TIRZ - South, within which the incentives outlined within this policy are available.

## INCENTIVE TYPES

### Sales & Use Tax Rebate

Designed to encourage new construction and major renovation of downtown properties, the City offers a 100% sales tax rebate on locally-purchased construction materials and equipment used to remodel, rehabilitate, reuse or construct a structure in central San Angelo. A minimum expenditure of \$25,000 is required. Applicant must pay the full fee amount at the time of purchase and then submit a request for reimbursement.

### Development Fee Reductions

80% of the following types of development fees for projects located within the TIRZ - North and TIRZ - South Eligibility Areas may be paid by the TIRZ through September 30, 2014. These fees include:

- Preliminary Plat, Final Plat, Amended Plat and Replat application fees;
- Abandonment of public right-of-way application fees;
- Application fees for release of easements;
- Dedication of a public right-of-way or easement;
- Special Use, Conditional Use or Zone Change application fees;
- Building Permit fees (up to \$5,000);
- Off-site sign demolition permit fees (removal of billboards); and,
- Permit fees for demolition of any non-historic building or structure.

This fee reduction will be in the form of a refund to the applicant. Applicant must pay the full fee amount at the time of application and then submit a request for reimbursement.

### Water Tap Refund

The City of San Angelo will pay up to 75% of costs associated with installation of a new water service tap onto a public water main if the proposed tap is for the purpose of installing a required fire sprinkler system. The maximum incentive is \$5,000. This fee reduction will be in the form of a refund to the applicant. Applicant must pay the full fee amount at the time of application and then submit a request for reimbursement.

### Secondary Egress Grant

The TIRZ will provide a cash grant towards the installation of additional exits if required by fire or building codes. Written verification by the Fire or Building Code Official that the additional exit(s) are required must be provided. Applicant must initially pay the expenses and then submit a request for reimbursement.

Grant amounts are based on the following:

- No more than 50% of costs associated with creating additional fire exits;
- Maximum of \$5,000 per floor with a total incentive maximum of \$20,000 per building.

### Asbestos Abatement Incentive

The TIRZ will provide an incentive for no more than 50% of the total cost of the abatement, with a maximum incentive of \$15,000. Applicant must initially pay the expenses and then submit a request for reimbursement.

### Sprinkler & Monitored Smoke Alarm System Incentive

The TIRZ pays no more than 50% of the total cost of the system, including installation costs, with a maximum of \$5,000. The system to be installed must be confirmed to be a requirement of the International Fire Code to occupy the building or significantly increase occupancy. Applicant must initially pay the expenses and then submit a request for reimbursement.

### Paving Incentive

The TIRZ will pay no more than 50% of costs associated with approved paving projects including, but not limited to, parking lots, driveways, sidewalks and curbing. The maximum is \$7,500 per business. Applicant must initially pay the expenses and then submit a request for reimbursement.

### Outside Storage Screening Incentive

The TIRZ will provide an incentive of up to \$2,000 per business, at a rate of \$15.00 per linear foot for screening of outside storage areas either facing a public street or abutting a residential property. Applicant must initially pay the expenses and then submit a request for reimbursement. Administrative review and approval of the proposed signage design will be based upon the design standards outlined in the River Corridor Master Plan.

### New Sign Incentive

The TIRZ will provide an incentive of up to \$500.00 per business for new signs. Applicant must initially pay the expenses and then submit a request for reimbursement. Administrative review and approval of the proposed signage design will be based upon the design standards outlined in the River Corridor Master Plan.

### Landscape Incentive

The TIRZ will provide an incentive of 50% of the cost of approved projects which are visible from the public right-of-way. The TIRZ will pay 65% of the cost of approved projects which adjoin the public right-of-way. The maximum possible TIRZ incentive for landscaping projects is \$2,000 per business. Applicant must initially pay the expenses and then submit a request for reimbursement. Administrative review and approval of the proposed landscaping will be based upon the Drought Tolerant Plantings Guide.

### Facade Improvement Program

Designed to help property owners and/or tenants in the eligibility area improve the aesthetic appearance of their properties by restoring, rehabilitating, or enhancing them. The program is a 50%/50% (property owner/City) matching grant based on an assigned value of \$18 per square foot of street-facing façade (face of the building) area per building up to a limit of \$7,500. Applicant must initially pay the expenses and then submit a request for reimbursement. For buildings identified as resources within the 2006 or 2009 Historic Resources Surveys, or historically designated, administrative review and approval of the proposed design will be based upon the design standards outlined in the Central Business/Old Town Historic District Design Guidelines.

### Property Tax Rebate

A rebate of City property taxes on real property will be granted by the TIRZ when the value of proposed improvements increases the estimated value of the existing real property, based on the most recent appraisal figure, by at least 25%, in Year 1. Applicant must initially pay the expenses and then submit a request for reimbursement.

The rebate will be calculated as follows:

YEAR	1-3	4	5	6-10
REBATE AMOUNT	100%	80%	80%	50%

### **APPEALS**

Based on availability of funding and administrative approval, projects started or completed between the dates of November 1, 2013 and November 1, 2014 may request reimbursement of work not currently covered by an active application or agreement. All application requirements must be met in order to be eligible for the maximum reimbursement amounts. If all information meeting the application requirements cannot be provided after the fact, such projects will only be eligible to receive 50% of the maximum reimbursement amounts.

### **OTHER INCENTIVES AVAILABLE**

This incentive policy does not preclude or serve as a guide for any incentives that may be granted by the San Angelo Development Corporation (SADC). For more information about incentives possible from this source, contact the Economic Development Department at (325)657-7197 or visit their offices at 69 N Chadbourne.

### **CODE BENEFITS FOR OLDER BUILDINGS**

**International Existing Building Code:** The City of San Angelo has adopted the 2009 edition of the International Existing Building Code, a developer-friendly code that allows for improvements that consider the design limitations of older buildings to encourage adaptive reuse by allowing different levels of modification to existing structures. Contact the Permits Division at (325)657-4210 for further information regarding questions about the International Existing Building Code.

DRAFT









# TIRZ INCENTIVES APPLICATION & CHECKLIST



Fill in all blanks below and check applicable boxes for each item. All fields must be completed; "see attached" is not an appropriate response. Incomplete applications will not be processed.

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner (if different from above): \_\_\_\_\_

Business Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_

This property falls within the:  TIRZ - North Eligibility Area  TIRZ - South Eligibility Area  
*(NOTE: See attached maps)*

Remit incentive payment(s) to:  Property Owner  Business Owner

### INCENTIVES REQUESTED:

- Sales & Use Tax Rebate<sup>1</sup>
- Water Tap Refund<sup>2</sup>
- Asbestos Abatement Incentive<sup>3</sup>
- Paving Incentive<sup>4</sup>
- New Sign Incentive<sup>5</sup>
- Facade Improvement Incentive<sup>6</sup>
- Main Street Design Assistance<sup>7</sup> - will be coordinated through Downtown San Angelo, Inc.
- Development Fee Reductions<sup>8</sup>
- Secondary Egress Grant<sup>9</sup>
- Sprinkler & Monitored Smoke Alarm Incentive<sup>10</sup>
- Outside Storage Screening Incentive<sup>11</sup>
- Landscape Incentive<sup>12</sup>
- Property Tax Rebate<sup>13</sup>

### CHECKLIST OF REQUIRED DOCUMENTS:

A. DOCUMENTS REQUIRED BEFORE WORK CAN BEGIN: All of these documents must be submitted in order to gain approval for incentives on a project, and must be deemed complete by City staff before an agreement will be executed. Incentives will not be provided without an executed agreement.

#### FOR EVERY PROJECT

- SUMMARY: a written summary (1-3 paragraphs) outlining the overall scope of work to be performed which you are seeking incentives for;
- APPLICATION: completed & signed application (this document); and
- W-9: used for establishing an account for payment by the City of San Angelo.

FOR SECONDARY EGRESS GRANT<sup>9</sup>

- Completed & signed Worksheet A, summarizing bids; and,
- Three construction/contractor bids detailing proposed work for which incentives are sought.

FOR ASBESTOS ABATEMENT INCENTIVE<sup>3</sup>

- Completed & signed Worksheet A, summarizing bids; and,
- Three construction/contractor bids detailing proposed work for which incentives are sought.

FOR SPRINKLER & MONITORED SMOKE ALARM INCENTIVE<sup>10</sup>

- Completed & signed Worksheet A, summarizing bids; and,
- Three construction/contractor bids detailing proposed work for which incentives are sought.

FOR PAVING INCENTIVE<sup>4</sup>

- Completed & signed Worksheet A, summarizing bids;
- Three construction/contractor bids detailing proposed work for which incentives are sought; and,
- Scaled or dimensioned drawing(s) illustrating proposed work, and including details of color and material proposed.

FOR OUTSIDE STORAGE SCREENING INCENTIVE<sup>11</sup>

- Completed & signed Worksheet A, summarizing bids;
- Three construction/contractor bids detailing proposed work for which incentives are sought; and,
- Scaled or dimensioned drawing(s) illustrating proposed work, and including details of color and material proposed.

FOR NEW SIGN INCENTIVE<sup>5</sup>

- Scaled or dimensioned drawing(s) illustrating proposed work, and including details of color, material, and location proposed - either on facade drawing (attached signs) or on dimensioned or scaled site plan (freestanding signs).

FOR LANDSCAPE INCENTIVE<sup>12</sup>

- Completed & signed Worksheet A, summarizing bids;
- Three construction/contractor bids detailing proposed work for which incentives are sought; and,
- Scaled or dimensioned drawing(s) illustrating proposed work, and including details of color and material proposed.

FOR FACADE IMPROVEMENT INCENTIVE<sup>5</sup>

- Completed & signed Worksheet A, summarizing bids;
- Three construction/contractor bids detailing proposed work for which incentives are sought; and,
- Scaled or dimensioned drawing(s) illustrating proposed work, and including details of color and material proposed.

FOR MAIN STREET DESIGN ASSISTANCE<sup>7</sup>

- Scaled or dimensioned drawing(s) illustrating proposed work, and including details of color and material proposed.

**B. DOCUMENTS REQUIRED ONCE WORK IS COMPLETE AND BEFORE REIMBURSEMENT IS REQUESTED: All of these documents must be submitted, and must be deemed complete by City staff before a payment will be issued.**

FOR SALES & USE TAX REBATE<sup>1</sup>

- Completed & signed Worksheet B, including receipts/proof of payments.

FOR DEVELOPMENT FEE REDUCTION<sup>8</sup>

- Completed & signed Worksheet C.

FOR WATER TAP REFUND<sup>2</sup>

- Completed & signed Worksheet D.

FOR SECONDARY EGRESS GRANT<sup>9</sup>

- Completed & signed Worksheet E, including receipts/proof of payments.

FOR ASBESTOS ABATEMENT INCENTIVE<sup>3</sup>

- Completed & signed Worksheet F, including receipts/proof of payments.

FOR SPRINKLER & MONITORED SMOKE ALARM INCENTIVE<sup>10</sup>

Completed & signed Worksheet G, including receipts/proof of payments.

FOR PAVING INCENTIVE<sup>4</sup>

Completed & signed Worksheet H, including receipts/proof of payments.

FOR OUTSIDE STORAGE SCREENING INCENTIVE<sup>11</sup>

Completed & signed Worksheet I1, including receipts/proof of payments.

FOR NEW SIGN INCENTIVE<sup>5</sup>

Completed & signed Worksheet I2, including receipts/proof of payments.

FOR LANDSCAPE INCENTIVE<sup>12</sup>

Completed & signed Worksheet J, including receipts/proof of payments.

FOR FACADE IMPROVEMENT INCENTIVE<sup>6</sup>

Completed & signed Worksheet K, including receipts/proof of payments.

FOR PROPERTY TAX REBATE<sup>13</sup>

Completed & signed Worksheet L, including receipts/proof of payments.

**STATEMENT OF UNDERSTANDING:**

1. I agree to comply with guidelines and procedures of the TIRZ Incentives Program, and acknowledge that I have received a copy of the current policy (dated 10/01/14).
2. I understand that any work that is performed prior to receiving a City-approved grant agreement will not be eligible for reimbursement (the grant agreement will be given to you after the project is approved by the Development Services Department). As such, I cannot submit invoices for work performed prior to an agreement being signed by both City officials and me.
3. I understand that this is a reimbursement program. Therefore, I must submit cost documentation including paid invoices and/or receipts from contractors after the work is complete in order to receive reimbursement. I further understand that the City may contact contractors and subcontractors to ensure they have been paid prior to releasing any funds. I also understand that funds are not earmarked for my project until all required documents and drawings have been reviewed and approved by the City of San Angelo. My project is also subject to availability of funds, which is not guaranteed.
4. I acknowledge that after submitting this application, I will not be eligible to reapply for additional financial incentives under this program for two years.
5. I acknowledge that all documents as outlined in this application are minimum requirements for funding and agree to provide them in a timely manner. Furthermore, I agree that funding is not guaranteed for my project until all required documents have been received and reviewed by staff, and that staff may pursue verification of any and all documents.

Signature of Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

**REPRESENTATIVE:**

I hereby designate \_\_\_\_\_ as my representative on this project and prefer that any communication regarding this project be addressed to them directly. They may be reached at: \_\_\_\_\_

*After you have completed this application and submitted the required bids and exhibits, please mail or deliver this information to the Development Services Department at 52 W College. Within seven business days, we will contact you regarding any additional*

Effective 10/01/14

*information and make arrangements to provide you with a written agreement for signature between you and the City of San Angelo. It is the applicant's responsibility to follow up on providing all required documents in order to gain reimbursement.*

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
SIGNATURE OF PLANNING & DEVELOPMENT ADMINISTRATOR

\_\_\_\_\_  
DATE

Document Effective as of: 07/16/14

DRAFT