

AGENDA

CITY OF TAYLOR, TEXAS

MAIN STREET ADVISORY BOARD

5:30 pm on July 20, 2022

Taylor City Hall Conference Room

Main Street is a grassroots effort of Economic Development through Historic Preservation

The Main Street Movement is based on the 4 Point Process:

- 1. ORGANIZATION – Bringing together your stakeholders (property & business owners, residents, employees, schools, government, organizations, etc.) to work toward a goal of a revitalized DT.**
- 2. DESIGN – Improving the curb appeal of downtown and creating a safe, welcoming, and inviting environment both in the overall district and in the individual stores.**
- 3. PROMOTION – Telling your downtown’s story. So much more than special events – it is marketing to your residents, workers, visitors, and shoppers.**
- 4. ECONOMIC VITALITY – Supporting your existing business mix while actively recruiting new businesses to bolster your Downtown business stock.**

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZEN COMMUNICATION

(The Main Street Advisory Board welcomes public comment on items not listed on the agenda. However, the Board cannot respond until the item is posted on a future agenda. All public comments are limited to 3 minutes.)

III. CONSENT AGENDA:

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with one single vote. The Chairman or a Board member may pull any item from the Consent Agenda to discuss and act upon it individually as part of the Regular Agenda.)

A. Review and approve minutes from the MSAB regular meeting held on June 14, 2022 – Chairman Moss

B. Review and receive the financial reports from June 2022 – Jan Harris

IV. REGULAR AGENDA – New Business:

A. Heritage Square Farmers Market:

1. Receive report from the Heritage Square Farmers Market – Molly Pantalone, Market Manager
2. Discuss opportunity to partner with the Market on promotional bags with Taylor MainStreet information on one side and HSFM information on the other.

B. Demolition & Demolition by Neglect Historic Preservation Ordinance – Jan Harris:

1. Receive information and discuss future action on this project.

V. REGULAR AGENDA – Continuing Business:

A. Main Street Manager's reports – Jan Harris:

1. Manager's activity report
2. Main Street business & property report
3. Upcoming special events report

B. Sign Grant revision:

1. Discuss the possibility of partially waiving sign permit fees for businesses seeking Sign Grants as an incentive to properly permitting signage.
2. Discuss and approve the changes to the Sign Grant packet.

C. Reclaiming Main Street (HWY 95) as a street rather than a highway – Doug Moss

1. Review the results of board members research into other Texas cities with a Main Street that is also a highway.

D. Blackland Prairie Days:

1. Receive staff report on results of DT Business survey – the impact of BPD on DT – Jan Harris
2. Receive information regarding the old Taylor Independence Festival

E. Breakfast Bites:

1. Review the outcome of the July Breakfast Bites – signage, sign permitting, and the pending revision of the sign ordinance.
2. Discuss future Breakfast Bites topics

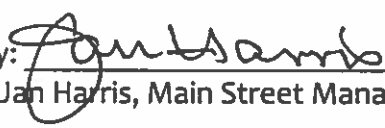
F. Receive staff update on the MembershipWare Digital Map Project – Ashley Doss/Jan Harris

G. Discuss items for upcoming agendas – Doug Moss

V. ADJOURN

Next Meeting Date: August 17, 2022

The Board may vote and/or act upon each of the items listed in this Agenda. The Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted By: 
Jan Harris, Main Street Manager

Date: 7.13.2022

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Consent Agenda

III-A

Review and approve minutes from MSAB regular meeting held on
June 14, 2022

MEETING MINUTES

CITY OF TAYLOR, TEXAS

MAIN STREET ADVISORY BOARD

5:30 pm on June 14, 2022

Taylor City Hall Conference Room

MEMBERS PRESENT: John McRae; Erwin Stauffer; Ruth Rivera; Chairman, Doug Moss; Ashley Doss; and Curie Humphreys

STAFF PRESENT: Jan Harris, Main Street Manager

PUBLIC PRESENT: Chuck Farr

- I. **CALL TO ORDER AND DECLARE A QUORUM:** The meeting was called to order by Chairman Doug Moss who noted that a quorum was present.
- II. **CITIZEN COMMUNICATION:** There were no comments from the public.
- III. **CONSENT AGENDA:**
 - A. **Review and approve minutes from the MSAB regular meeting held on May 11, 2022 –**
MOTION: To approve the minutes for May 11, 2022 as presented. **R RIVERA / J McRAE / UNANIMOUS**
 - B. **Review and receive the financial reports from May 2022 –** Jan reviewed the financial reports with the board. There are untouched funds in Advertising and it was discussed that large stickers could be printed and placed on the sidewalks to encourage shoppers to explore off of Main Street.
ACTION ITEM: Doug appointed Ashley and John to work with Jan on this project and report back.
ACTION: Received as information.
- IV. **REGULAR AGENDA – New Business:**
 - A. **Discussion of the review process for sign grants –** After discussion, a rewrite of the sign grant was requested that would make it simpler for applicants to use.
ACTION ITEM: Jan to rewrite the grant – 1 page of salient points & 1 page of “small print” and bring that to the board in July.
 - B. **Signage Grant Application – Western Darlin – 112 N Main Street – Courtney Cox Pittman requests a grant to partially reimburse the costs of a painted sign on the storefront windows of her business –**
MOTION: To approve the grant in the amount of \$425. Chairman Doug Moss recused himself from the vote as he is the property owner. **E STAUFFER / J SNYDER / UNANIMOUS**
 - C. **Review of MSAB 2022-2023 priorities considering the recent presentation to Council:**
 1. **Additional MSAB staff**
 2. **Turning a Highway into a Street**
 3. **Addressing vacated and underutilized buildings -**
Discussion – Item 1 – Tom Yantis may be able to help in obtaining additional staff which could be shared with Parks & Recreation as they handle special events as well.

ACTION ITEM: Meet with Tom regarding the possibility of an additional employee for special events.

Item 2 – Main Street is a big, wide-open fast road overseen by TxDOT. The City does not have the bandwidth or the funds to maintain it in house. It was suggested that a strategic meeting with TxDOT be held including Tom Yantis, Doug Moss and Jan Harris.

ACTION ITEM: The board was asked to think about Cities that have a main street that is a state highway and report back to the board. Examples are Fredericksburg, Georgetown, and Elgin.

Item 3 – Discussion was held regarding the historic preservation of the district. A meeting with Larry Speck who is/was involved with the UT-Austin HP Program was proposed regarding a partnership with the program to undertake windscreen HABS project to update what we have from 1988.

ACTION ITEM: Jan to locate the old proposed Historic Preservation ordinance and the one she wrote on Demolition and Demolition by Neglect and share with the board. Also to investigate any sample HP Ordinances from the Tx Historical Commission.

D. Signage Issues –

1. Ongoing efforts with the standing Code Advisory Team and SimpleCity staff to rewrite various codes and ordinances including the City's Sign Ordinance;
2. Discussions Jan has had with SimpleCity staff regarding the sign permitting process;
3. The July Breakfast Bites topic will be signage. Date scheduled for July 6th.

Doug reported that he has met with business owners, Council members, and Colin Harrison to discuss the problems with the sign process.

The board discussed the need for Permitting staff in Development Services to involve Jan when any signage that comes before them that is in the Main Street district. This will help promote the grants and provide one-on-one assistance for business owners.

ACTION ITEM: invite a member of the SimpleCities team to attend THE Breakfast Bites.

ACTION ITEM: Ruth and Jeff will function as “referees” at the BB meeting if necessary.

E. Discuss the importance of Breakfast Bites, their topics and as a communication tool with the merchants/property owners –

Focus on what IS happening; encourage positive interaction; always hit the highlights and positive aspects of issues; encourage attendees to join committees and get involved.

Future topics to include:

- Events – how to get the DT on the same page – grow the Wine Swirl committee, etc.
 - Review of upcoming special events/projects.
 - Presentation
 - List of volunteer opportunities
 - Q & A

V. REGULAR AGENDA – Continuing Business:

A. Main Street Manager's reports – Jan Harris:

1. **Manager's activity report** – Jan reviewed the report with the board.
2. **Main Street business & property report** – A highlight of the report is that we have one new business open (Threads Urban Boutique) and two coming online (SooBrie and Flake Bakery & Larder). No businesses have closed.
3. **Upcoming special events report** – Special events continue to ramp up with more seeking special events permits every month.

- B. **After Action Report on the Blackland Prairie Days festival** – As of now, the festival raised \$17,925.00. This does not include the \$1,500 pledged from Texas Comfort Air as a sponsorship. The expenditures excluding City services total \$15,538.77. City services cost \$20,150.00 for a total cost of the event to date of \$45,891.77.

The vendors who responded to the survey were positive. Most learned about the festival online. They all felt that the crowds were down and that it was too hot. The food vendors did not like being on 5th Street away from the other vendors especially with the small Kids Zone to attract families. Few children used the bounce houses. Issues with the festival included

- competition with other nearby festivals whose residents would have come to Taylor if Granger and Elgin were not having events.
- The intense heat for early May.

Discussion with the board noted that

- Blackland Prairie Days has a story that is not being told. If we do that, it might increase attendance as people buy with emotional triggers.
- Erwin told the board that BPD was originally the TIF or Taylor Independence Festival.
- They did not want to give up on it as the locals do like the festival.
- Next year increase we should increase graphics and marketing to tell the story.

ACTION ITEM: Poll the DT businesses to determine the economic impact of BPD.

ACTION ITEM: See what can be found about the TIF – when it ended and why.

Members think it was still ongoing in 2000.

- C. **Receive staff update on the MembershipWare Digital Map Project** – Jan showed the board what Walton with MembershipWare had sent to her with listings of DT businesses from the excel database.

- D. **Discuss items for upcoming agendas –**

- Review updated Sign Grant packet
- Board members share the results of their research into cities with a main street which also is a highway.
- Discuss the historic preservation draft ordinance and the demolition and demolition by neglect draft ordinance and determine future action.
- Review the outcome of the July Breakfast Bites meeting
- Review the results of the impact of BPD on downtown businesses poll
- Review information on Taylor Independence Festival

V. ADJOURN

Next Meeting Date: July 20, 2022

Respectfully submitted,
Jan Harris, Main Street Manager

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Consent Agenda

III-B

Review and receive the financial reports from June 2022

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

100-GENERAL FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
***	TOTAL REVENUES ***	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>							
	524-MAIN STREET PROGRAM	121,376.00	5,758.63	92,686.19	76.36	0.00	28,689.81
***	TOTAL EXPENDITURES ***	121,376.00	5,758.63	92,686.19	76.36	0.00	28,689.81
***	TOTAL PROFIT / (LOSS) ***	(121,376.00)	(5,758.63)	(92,686.19)	76.36	0.00	(28,689.81)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022100-GENERAL FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	TOTAL REVENUES ***	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
524-111	REGULAR FULL TIME	65,780.00	5,059.68	47,312.35	71.93	0.00	18,467.65
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	100.00	0.00	96.00	96.00	0.00	4.00
524-118	INSURANCE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
524-119	CERTIFICATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	65,880.00	5,059.68	47,408.35	71.96	0.00	18,471.65
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	140.00	15.64	141.87	101.34	0.00	(1.87)
524-121	FICA SOCIAL SECURITY	5,050.00	382.22	3,759.81	74.45	0.00	1,290.19
524-122	WORKERS COMPENSATION	130.00	0.00	101.75	78.27	0.00	28.25
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	9.00	5.56	0.00	153.00
524-124	RETIREMENT- TMRS	8,870.00	0.00	5,552.44	62.60	0.00	3,317.56
524-126	HEALTH INSURANCE	7,750.00	630.99	6,309.90	81.42	0.00	1,440.10
524-127	DENTAL INSURANCE	320.00	24.39	243.90	76.22	0.00	76.10
524-128	LONG TERM DISABILITY	200.00	16.17	161.70	80.85	0.00	38.30
524-129	VISION INSURANCE	50.00	0.00	31.68	63.36	0.00	18.32
	* SUB-CATEGORY TOTAL *	22,672.00	1,069.41	16,312.05	71.95	0.00	6,359.95
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	800.00	0.00	229.46	28.68	0.00	570.54
	* SUB-CATEGORY TOTAL *	800.00	0.00	229.46	28.68	0.00	570.54
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	350.00	0.00	0.00	0.00	0.00	350.00
524-142	PROFESSIONAL CONFERENCES	1,400.00	0.00	1,075.00	76.79	0.00	325.00
524-143	MEMBERSHIPS AND DUES	1,325.00	0.00	1,210.00	91.32	0.00	115.00
524-144	SUBSCRIPTIONS AND BOOKS	1,824.00	0.00	1,190.34	65.26	0.00	633.66
524-146	TRAINING- TRANSPORTATION	1,400.00	0.00	865.20	61.80	0.00	534.80
524-147	TRAINING- LODGING	2,200.00	0.00	1,625.50	73.89	0.00	574.50
524-148	TRAINING- MEALS	850.00	0.00	330.07	38.83	0.00	519.93
	* SUB-CATEGORY TOTAL *	9,349.00	0.00	6,296.11	67.35	0.00	3,052.89

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
** CATEGORY TOTAL **		98,701.00	6,129.09	70,245.97	71.17	0.00	28,455.03

200-OPERATIONAL SUPPLIESOFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,000.00	11.14	802.94	80.29	0.00	197.06
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	650.00	0.00	164.75	25.35	0.00	485.25
524-215	POSTAGE	100.00	0.00	7.42	7.42	0.00	92.58
* SUB-CATEGORY TOTAL *		1,750.00	11.14	975.11	55.72	0.00	774.89

PROGRAM/SPECIAL EVENTS

524-232	FOOD/MEALS	0.00	0.00	0.00	0.00	0.00	0.00
524-233	CITY SPONSORED EVENTS	17,000.00	0.00	17,000.00	100.00	0.00	0.00
524-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
524-235	PROMOTIONAL SUPPLIES	2,100.00	(268.23)	20.00	0.95	0.00	2,080.00
* SUB-CATEGORY TOTAL *		19,100.00	(268.23)	17,020.00	89.11	0.00	2,080.00

OPERATIONAL EQUIPMENT (ADMIN)

524-261	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
524-267	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00
524-269	OTHER OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00

** CATEGORY TOTAL **		20,850.00	(257.09)	17,995.11	86.31	0.00	2,854.89
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300-FACILITIES OPERATIONS/MAINUTILITIES

524-323	TRUNK TELEPHONE SYSTEM	25.00	0.00	0.00	0.00	0.00	25.00
524-324	CELL PHONES	600.00	48.21	365.36	60.89	0.00	234.64
* SUB-CATEGORY TOTAL *		625.00	48.21	365.36	58.46	0.00	259.64

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
** CATEGORY TOTAL **		625.00	48.21	365.36	58.46	0.00	259.64

400-EQUIPMENT OPERATIONS/MAINTOFFICE EQUIPMENT

524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	1,000.00	46.07	1,022.84	102.28	0.00	(22.84)
* SUB-CATEGORY TOTAL *		1,000.00	46.07	1,022.84	102.28	0.00	(22.84)

** CATEGORY TOTAL **		1,000.00	46.07	1,022.84	102.28	0.00	(22.84)
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500-CONTRACT SERVICES AND FEESPROFESSIONAL SERVICES

524-512	ENGINEERING SERVICES	0.00	0.00	1,383.75	0.00	0.00	(1,383.75)
524-519	OTHER PROFESSIONAL SERVICES	0.00	(207.65)	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	(207.65)	1,383.75	0.00	0.00	(1,383.75)

FEES FOR SERVICES

524-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
524-528	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00

CONTRACT SERVICES

524-532	SOFTWARE MAINT/LICENSING	200.00	0.00	129.84	64.92	0.00	70.16
524-539	OTHER CONTRACT SERVICES	0.00	0.00	1,543.32	0.00	0.00	(1,543.32)
* SUB-CATEGORY TOTAL *		200.00	0.00	1,673.16	836.58	0.00	(1,473.16)

** CATEGORY TOTAL **		200.00	(207.65)	3,056.91	528.46	0.00	(2,856.91)
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CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>700-CAPITAL OUTLAY</u>							
OFFICE FURNITURE/EQUIPMENT							
524-714	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
CONTRIBUTIONS/TRANSFERS							
524-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
*** DEPARTMENT TOTAL ***		121,376.00	5,758.63	92,686.19	76.36	0.00	28,689.81
*** TOTAL EXPENSES ***		121,376.00	5,758.63	92,686.19	76.36	0.00	28,689.81
*** TOTAL PROFIT / (LOSS) ***		(121,376.00)	(5,758.63)	(92,686.19)	76.36	0.00	(28,689.81)

*** END OF REPORT ***

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

123-MAIN STREET REVENUE FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	17,000.00	0.00	17,000.00	100.00	0.00	0.00
430-	USE OF MONEY AND PROP	0.00	0.00	0.00	0.00	0.00	0.00
440-	DONATIONS FROM PRIVAT	51,500.00	863.00	46,892.00	91.05	0.00	4,608.00
450-	INTERFUND OPERATING T	39,600.00	9,900.00	29,700.00	75.00	0.00	9,900.00
***	TOTAL REVENUES ***	108,100.00	10,763.00	93,592.00	86.58	0.00	14,508.00
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	108,100.00	1,794.81	78,382.86	86.39	15,000.00	14,717.14
***	TOTAL EXPENDITURES ***	108,100.00	1,794.81	78,382.86	86.39	15,000.00	14,717.14
***	TOTAL PROFIT / (LOSS) ***	0.00	8,968.19	15,209.14	0.00	(15,000.00)	(209.14)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

123-MAIN STREET REVENUE FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>330-INTERGOVERNMENTAL REVENUES</u>							
330-234	TEDC CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
330-235	GENERAL CONTRIBUTIONS	17,000.00	0.00	17,000.00	100.00	0.00	0.00
330-236	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		17,000.00	0.00	17,000.00	100.00	0.00	0.00
<u>430-USE OF MONEY AND PROPERTY</u>							
430-331	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
430-335	REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>440-DONATIONS FROM PRIVATE SOU</u>							
440-351	TAYLOR PRIDE	0.00	0.00	0.00	0.00	0.00	0.00
440-352	FARMERS' MARKET RENTAL FEES	6,000.00	363.00	4,934.00	82.23	0.00	1,066.00
440-353	MAIN STREET CAR SHOW	25,000.00	0.00	22,538.00	90.15	0.00	2,462.00
440-354	WINE SWIRL	4,500.00	0.00	0.00	0.00	0.00	4,500.00
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	2,000.00	0.00	1,595.00	79.75	0.00	405.00
440-357	SALES AND OTHER FUNDRAISINGS	0.00	0.00	0.00	0.00	0.00	0.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	14,000.00	500.00	17,825.00	127.32	0.00	(3,825.00)
440-359	SPOOKTACULAR	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		51,500.00	863.00	46,892.00	91.05	0.00	4,608.00
<u>450-INTERFUND OPERATING TRANSF</u>							
450-361	TRANSFER FROM TIF	20,000.00	5,000.00	15,000.00	75.00	0.00	5,000.00
450-362	TRANSFER FROM H.O.T.	5,000.00	1,250.00	3,750.00	75.00	0.00	1,250.00
450-365	TRANSFER FROM GENERAL FUND	14,600.00	3,650.00	10,950.00	75.00	0.00	3,650.00
** REVENUE CATEGORY TOTAL **		39,600.00	9,900.00	29,700.00	75.00	0.00	9,900.00
*** TOTAL REVENUES ***		108,100.00	10,763.00	93,592.00	86.58	0.00	14,508.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
615-111	REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>200-OPERATIONAL SUPPLIES</u>							
<u>PROGRAM/SPECIAL EVENTS</u>							
615-231	TAYLOR PRIDE	0.00	0.00	0.00	0.00	0.00	0.00
615-232	FARMERS' MARKET	6,000.00	120.50	1,605.67	26.76	0.00	4,394.33
615-233	CITY SPONSORED EVENTS	5,225.00	0.00	3,600.97	68.92	0.00	1,624.03
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	25,000.00	300.00	30,873.76	123.50	0.00	(5,873.76)
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	25,000.00	(21.61)	17,294.47	129.18	15,000.00	(7,294.47)
615-237	WINE SWIRL	4,000.00	0.00	0.00	0.00	0.00	4,000.00
615-238	CHRISTMAS BAZAAR	1,000.00	0.00	498.84	49.88	0.00	501.16
615-239	SPOOKTACULAR	1,550.00	0.00	656.41	42.35	0.00	893.59
* SUB-CATEGORY TOTAL *		67,775.00	398.89	54,530.12	102.59	15,000.00	(1,755.12)
<u>PUBLIC SAFETY SUPPLIES</u>							
615-240	CITY PARADES	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	2,500.00	0.00	6,782.55	271.30	0.00	(4,282.55)
* SUB-CATEGORY TOTAL *		2,500.00	0.00	6,782.55	271.30	0.00	(4,282.55)
** CATEGORY TOTAL **		70,275.00	398.89	61,312.67	108.59	15,000.00	(6,037.67)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
615-519	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
<u>FEES FOR SERVICES</u>							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	3,225.00	350.00	626.95	19.44	0.00	2,598.05
	* SUB-CATEGORY TOTAL *	3,225.00	350.00	626.95	19.44	0.00	2,598.05
** CATEGORY TOTAL **		3,225.00	350.00	626.95	19.44	0.00	2,598.05
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
615-811	RENTAL ASSISTANCE	14,600.00	1,045.92	10,760.74	73.70	0.00	3,839.26
615-813	FACADE GRANT	20,000.00	0.00	5,682.50	28.41	0.00	14,317.50
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	34,600.00	1,045.92	16,443.24	47.52	0.00	18,156.76
** CATEGORY TOTAL **		34,600.00	1,045.92	16,443.24	47.52	0.00	18,156.76

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JUNE 30TH, 2022123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
*** DEPARTMENT TOTAL ***		108,100.00	1,794.81	78,382.86	86.39	15,000.00	14,717.14
*** TOTAL EXPENSES ***		108,100.00	1,794.81	78,382.86	86.39	15,000.00	14,717.14
*** TOTAL PROFIT / (LOSS) ***		0.00	8,968.19	15,209.14	0.00	(15,000.00)	(209.14)

*** END OF REPORT ***

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

New Business

IV-A.1

Receive report from the Heritage Square Farmers Market

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Consent Agenda

IV-A.2

Discuss opportunity to partner with the Market on promotional bags
with Taylor MainStreet information on one side and HSFM
information on the other

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

New Business

IV-B.1

Demolition & Demolition by Neglect Historic Preservation Ordinance

1. Receive information and discuss future action on this project.

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: July 13, 2022
RE: Staff Report – Protecting Vacant/Underused Properties from Demolition and Demolition by Neglect

Staff proposed the MSAB recommend to City Council a two-pronged effort to protect the properties within the Taylor Commercial Historic District:

1. That they approve a Preservation Ordinance centering around the issues of Demolition and Demolition by Neglect.

I have attached a draft HP Ordinance with a strong Demolition & Demolition by Neglect core. I want to draw your attention to Sections 7 thru the end of the ordinance as that deals with the following

- Minimum maintenance standards
 - Procedures to mitigate demolition by neglect
 - Ordinary maintenance
 - Demolition of landmarks
 - Certificate of Appropriateness (COA) for demolition affecting Landmarks and Historic Districts
 - Procedures for a COA
 - Economic hardship involving a COA
2. That they approve a Vacant Building Ordinance which will provide a roadmap for preventing the negative impact of vacant buildings on surrounding property values, the loss of potential revenue for both the public and private sectors, etc.

Several TX Main Street Cities have Vacant Building Ordinances:

- Cuero
 - Vacant building ordinance
 - Vacant property registration
- Denison
 - Ordinance to prevent storage and/or living on the first floor
 - Ordinance requiring minimum maintenance (strong will to enforce this ordinance is KEY to its success)
- Paris
 - Vacant building ordinance
 - Vacant building registration form
- Uvalde
 - Vacant building ordinance
 - Vacant structure registration form
- Winnsboro

- Vacant building ordinance but it lacks teeth

Main Street Toolbox: Tackling Vacant Buildings

“Oh, this building’s owner passed away a while ago, and nothing’s been done since.” “The people who own this property don’t live here, so I don’t think they know what’s going on downtown.” “We just can’t seem to find tenants for this storefront—they don’t stay very long!” Could any of these (or all of them, or a combination!) apply to the vacant buildings in your downtown?

There’s no one-size-fits-all approach to filling vacant buildings in our Main Streets and it can be overwhelming when it’s not clear what means you have at your disposal to address this perceived problem. Not to mention that you want to balance the Main Street’s long-term economic growth, historic preservation, and strategic vision while finding the right occupant! What you may not realize is that Main Street’s “tool-box” for tackling the issue of downtown vacant properties is a lot bigger than you think! We’ve compiled different tools and strategies you can implement to fill up those vacancies:



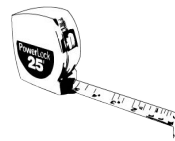
Know What You’ve Got by Maintaining Accurate and Complete Downtown Inventories

First thing’s first: you can’t tackle a project until you have the full picture! A complete downtown inventory that captures all of these different types of properties is essential to truly understand your vacancies. Fortunately, you already have a tool to make this task easier than ever—DowntownTX.org! Your Main Street district’s property data is uploaded to the site following the County Appraisal District parcel ID map. Any historic designations and zoning ordinance information provided to THC staff are included in the initial upload effort so by the time the site is turned over to you, you already have a basic building inventory for your program area.

Completing the building inventory to identify vacant buildings on DowntownTX.org is as easy going through the property pages and filling out key two tabs:

1. Property—lot and building amenities information is located here.
2. Lease Spaces—fill in information about different storefronts and any businesses currently occupying the spaces, or whether a space is “underutilized.”

Full instructions to fill out lease space information to mark properties as “vacant” or “underutilized” are available on the online resource library.



Identify the Best Tenants for Your Market with Business Mix Analyses and ESRI Reports

The Texas Main Street Economic Specialist can conduct different market analyses and pull ESRI reports—at no cost to you—to identify local spending patterns and retail gaps then compare this data to your DowntownTX inventories. Armed with this information, you can strategically diversify your downtown business base by targeting local entrepreneurs and developers, enticing them to invest downtown by sharing your market research.

Before undertaking a recruitment campaign, Main Street managers should first engage existing downtown businesses to determine their level of interest in filling any existing gaps. Next, the manager should look beyond the immediate district for existing businesses that might be more successful in available downtown space. At the same time, the manager and Economic Vitality committee should craft a convincing message communicating the demand for goods or services not being met by existing businesses. Relying on knowledge of available space gained through DowntownTX and contacts in the broader business community, these messages should be consistently applied when marketing these spaces. Finally, the manager can conduct a visitation campaign to communities throughout their area to identify and recruit businesses that may be looking to relocate or open a second location.



Give Property Owners and Tenants a Boost by Identifying Financial Incentives

Some vacant property owners want to do right by their building, but the cost of rehabilitation deters them from making significant repairs or aesthetic enhancements. Luckily for them, there are many financial incentives available to historic downtown properties such as grants, tax incentives, and local initiatives. By arming yourself with this knowledge and offering up the Main Street Program as their guide, you can help property owners apply eligible financial incentives and simultaneously ensure the subsequent work meets city and Main Street standards.

Many Main Streets have local incentives in place through their programs or other city offices, like the EDC, to help offset rehabilitation costs such as sign or façade grants, temporary rent subsidies, or low-interest loan programs. Managers are also aware of National Program grants. There is an entire section of our online resource library dedicated to current and past program incentives, with detailed breakdowns of their offerings and applications. You can work with your city's EDC or local banks to develop new incentives to entice investors to your downtown.

One of the most underutilized but effective economic incentives available to Main Street businesses are the federal and state preservation tax credits. Any income-producing historic property—whether it's a storefront, hotel, rental unit, etc...—is potentially eligible to receive up a combined 20% federal, 25% state tax credits based on eligible accrued rehabilitation costs. Property owners must submit their applications detailing their project proposals *before work has completed* and coordinate with federal and state project reviewers to ensure the work meets the Secretary of the Interior's Standards for Rehabilitation before receiving their credits. How these Standards are applied vary per-project, so it's important that applicants contact the tax credit program before starting work and thoroughly document the property's "starting condition." For more information regarding the tax credit programs, go to the THC's webpage or contact the tax credit program specialist directly.



Vacant Property Ordinances and Registrations

Of course, sometimes you can incentivize and property owners still won't budge—maybe they think the new owner or lessee will see the building's potential through its dilapidation. Or maybe they're absentee landlords, sitting on the property for "someday," or using it as a storage facility.

The fact is that vacant buildings when left unattended and poorly maintained pose significant health and safety hazards and can severely diminish the image of a neighborhood. Many cities have curtailed complete abandonment of vacant properties by establishing city ordinances and vacant building registries which set minimum maintenance requirements, regulate enforcement and property owner accountability, and promote of redevelopment opportunities for registered buildings. Such registries put pressure and accountability on the owners, who as a result may unload their building to a more active developer, or at the very least maintain the vacant property to the required standards to avoid lofty fees. Cities of all sizes can consider such ordinances, and a write-up of strategies implemented by programs across the state is saved in the resource library.



Generate Interest through Design and Creative Reuse

While they actively inventory, entice businesses, and incentivize use, the manager can also enhance the aesthetic appeal of these properties—or in the very least minimize their detractor. Well-designed features, even temporary installments, could draw in investors by helping them see the spaces' true potential and envision their future business. In terms of design, the Texas Main Street Design Team can help you strategize for the most impact. Keep in mind the following design themes:

1. Do not paint previously unpainted brick. Painting brick can trap water and cause long-term damage to the surface, resulting in structural failure.
2. Parklets and Pocket Parks are timely additions to your downtown. With the emphasis on safe outdoor gathering spaces, parklets and pocket parks are a way to reclaim outdoor vacant lot spaces downtown while enhancing pedestrian safety and activities.
3. Add vacant building posters and window displays. Creating a cohesive series of signs to promote opportunities can be a visually pleasing way to fill vacant storefronts, and can lead interested parties to available downtown property listings on DowntownTX.org with a personalized QR code.

Dear Main Street Colleagues

From the number of emails exchanged recently, it is obvious how pervasive the vacant property problem is and the costs inflicted upon Main Street communities. Vacant and underutilized properties weaken surrounding property values, create maintenance challenges, invite crime and often, though default, become the financial and legal responsibility of local government. Vacant properties are the poster child for the “broken window” and suggest that a broken window left unrepaired leads to other windows being broken and sends the signal that nobody cares. In such environments, the theory goes; community controls break down, leaving a neighborhood wide open to crime.

Cities pay a price every time the fire department is called to a vacant building, and every time the tax assessor devalues surrounding properties and takes tax revenues off the tax rolls. Therefore, we have to begin measuring the cost of being pro-active against the cost of doing nothing. A 2012 study completed for Main Street Iowa by economist Donovan Rypkema calculated that a vacant storefront with \$250,000 in annual sales costs the community over \$222,000 annually in lost rents, property and sales taxes and utilities, supplies, services and salaries not paid. Vacant property and the blight that follows have become a crisis for cities. Throughout the nation, the situation is denying local governments of desperately needed tax revenues, consuming millions of tax dollars, eroding the value of nearby property, posing health and safety risks, and complicating already challenging neighborhood revitalization efforts.

The impact of vacant property extends beyond economic loss. Its role in unraveling the quality of life in a neighborhood and dimming the outlook of its residents is well documented. Nothing signals neglect and disinvestment more than a street peppered with empty, overgrown lots and abandoned houses. Not only do neighborhood residents get the message, but the larger community gets it as well. And once that happens, restoring community pride and engagement and convincing others to come in and invest becomes a much taller order. However, the proliferation of vacant properties only becomes blight upon a neighborhood if property owners are not required to properly maintain their buildings.

Many cities have erred by allowing owners to keep buildings vacant and boarded as long as they were reasonably well maintained irrespective of the building or environmental contained therein. However, a boarded building sends a negative signal about a community and often poses incalculable risk for emergency service personnel in emergency situations. These buildings are often not properly secured; contain code and environmental hazard and lower adjacent properties values. For many downtowns, vacant properties are the quintessential drowning man.

However, any community that has vacant and abandoned properties and sees them only as a strain and a drain is undervaluing the real estate. Instead, we should be thinking about these properties as stranded economic assets, and municipalities as having a role beyond tax collection that includes trying to figure out how to change ownership of these properties, remediate them, put them back on the tax rolls and turn them into community amenities.

Although, it is up to each community to determine what "vacant" means and the lengths they are willing to go to address it. Broadly written vacant is: *Any building, structure, or portion thereof, that regardless of its structural condition, is not occupied during the relevant vacancy period and to which any one of the following conditions apply:*

- Property is located in an enforcement area (i.e. downtown).
- City has issued an order to the building owner requiring that it be secured pursuant to Texas Local Government Code; or
- City has issued a notice of violation of the City Code to the building owner.

However, there are a number of ways in which Main Street communities can pro-actively direct the conversation. Therefore, I would suggest that the following steps be considered to bring the issues of vacant property to the forefront.

- 1) **Sense of Issues** - Record how widespread the problems is locally in terms of number of buildings, sq. ft. number of service calls, demolitions, assaults, fires, etc. Quantify the extent of the problem as well as identify the direct and indirect costs to the surrounding community.
- 2) **Public Health & Safety** - We can talk about the negative effects vacant property have upon jobs, investment, insurance rates, or the opportunity costs of lost revenues and tax base, however, there often needs to be a compelling public purpose for government regulation. Texas is a strong property rights state; however, Public Health & Safety concerns grant local government the authority to correct the situation.
- 3) **Community Engagement** - Main Street should convene downtown property owners to speak openly about the vacant property downtown and determine if they are open to some additional form of building regulation. Ordinances are all about enforcing community standards and they're easier to adopt when agreed to by those who have the most at stake.
- 4) **Educators** - As a public health and safety issue, both local police, fire and public health personnel should be actively engaged throughout the process as well as the local building official.

The City Attorney should be apprised as soon as possible as he/she will perform a legal review of the proposed code and subsequent ordinance changes against state statutes and court decisions.

- 5) **Community Standards** - The Municipal Code Corporation (municode) is the nation's leading legal publisher and establishes a foundation for changes to local ordinances. See Sample Vacant Property Ordinances to suit the needs of your community.
- 6) **Legal Framework** - Incorporate the elimination of vacant downtown property within the City's Comprehensive Plan. This requires City Council to acknowledge vacant properties as a deterrent to neighborhood revitalization and an objective of the city.

I. VACANT PROPERTY REGISTRATION ORDINANCE

Is one way in which a city can increase its ability to enforce code violations and prevent vacant properties from creating dangerous conditions. Vacant property registration programs typically require owners to register their properties with the city and typically give the city authority to inspect the premises through nominal fees. Requirements may include a fee, proof of insurance, submission of a maintenance plan, and posting rules. Cities use the fees to pay for health and safety inspections on these properties. Registration ordinances across Texas vary widely in how they have been used to prescribe what types of vacant properties (e.g., commercial, downtown, single family or multifamily) trigger ordinance requirements. As of May 2012, there were more than 550 local VPROs in the U.S., up from fewer than 20 in 2000 and less than 100 at the end of 2007.

Despite how the Vacant Property Registration reads, the purpose of the Ordinance needs to be clearly stated:

- Program for identifying and registering vacant buildings
- Establishes owner responsibilities for vacant buildings
- Ensure vacant buildings are maintained in compliance with the City Code
- Encourages rehabilitation or demolition of vacant buildings in an effort to minimize wider community impact

Listed below are some common features of Vacant Property Registration Ordinances taken from across the country.

Property Registration, Fees, & Inspections

Vacant property registration ordinances typically require the owner to register a property after it a certain length of vacancy. The key point is the event that triggers the requirement to register properties with the locality in order to comply with the ordinance's other requirements. The locality frequently collects fees from the owner for as long as the property remains vacant and, in some ordinances, these

fees may escalate over time (e.g., the annual fee is higher in year two than in year one). These ordinances require contact information for responsible parties to be included in the registration.

Examples include the definitions of “vacancy” and “abandonment”, the coverage of property types (residential vs. commercial), exemptions (e.g., for actively marketed properties), maximum fine amounts and how the fines are structured (e.g., per violation or per violation per day), whether and which violations trigger criminal violations, whether insurance (liability and/or casualty) or bonding is required, and whether localities can waive or adjust penalties in negotiation with property owners in order to encourage remediation or redevelopment. The owner must also pay registration fees (ranging from \$50 to \$500.00 per property) which are, in turn, used to cover the municipal costs of vacant property inspections authorized by the ordinance. The collection of fees allows the city to charge vacant property owners, rather than all taxpayer, for problems generated by these properties.

Posting Requirements

City ordinances can also require that owners post contact information or warning signs on vacant buildings. The contact information provides a point of contact for the building in the event of an emergency related to the vacant building, including fire or a serious police incident. A posted trespass warning may provide the basis for prosecution of those who enter the premises without authorization. The City of El Paso, Texas provides an excellent recent example of posting requirements for the public and Emergency Service personnel.

Liability Insurance

Some municipalities require that vacant property owners obtain a minimum amount of liability insurance on vacant buildings. (Cincinnati, OH)

Vacant Structure Maintenance Plan

Some cities require vacant property owners to submit a plan and timeline for how the owner intends to bring the property into code compliance, demolish the building, or return it to occupancy. (Dallas; Arlington, Texas; Cincinnati; and San Diego).

Vacancy Period

The period for determining what constitutes "vacant." Typically a continuous period of 6 to 24 months in which the building is not occupied.

Occupied (Commercial)

The Ordinance needs to be specific to the building type with clear definitions (commercial, residential, family, etc.)

- Buildings consisting of one or two stories, to be considered occupied, one or more persons must conduct business in at least 40% of the total area of the building*
 - For buildings consisting of more than two stories, to be considered occupied, one or more persons must conduct business in at least 60% of the total area of the building*
- * excluding stairwells, elevator shafts and mechanical rooms*

Certificate of Registration

- Owner must register vacant building no later than 30, 60 or 90 days after building becomes vacant
- Owner must submit completed registration application to City
- Owner commits an offense if vacant building is not registered (fine, waiver, appeals process)

Registration Application

- The registration application is a form that requires the owner to supply the City with detailed information regarding the vacant building to be registered
- A separate application is required for each building, although a single application is sufficient for a single vacant building that has more than one street address

Notification to City of Changes

- An Owner shall notify the city in writing within thirty days after any material change in the information contained in the application for a certificate of registration for a vacant building, including any changes in ownership, intended use, rehabilitation, demolition, or maintenance of the vacant building

Exemptions

- A vacant building that has suffered fire or extreme weather conditions may be exempted from the registration requirement for a period of 90 days from the date of the event
- A order to obtain the exemption, vacant building Owner must submit a completed exemption request form to the City
- If the City official does not issue an exemption within 30 days of the application, the request for exemption shall be considered denied

Inspections

- For all purposes relating to vacant building applications and registrations, the City official is authorized at a reasonable time to inspect the premises that are the subject of the application or registration, to include but not be limited to, conducting an inspection in order to determine whether the owner's intended use, rehabilitation, demolition, or maintenance of the vacant building meets the requirements of the City Code for demolition, rehabilitation or maintenance of the status of vacancy, as appropriate
- Inspectors are authorized to inspect exterior of vacant building, and the interior, if permission is granted by the property owner, or if a writ of entry or warrant is obtained

Insurance and Maintenance Requirements

- Prior to the issuance of a certificate of registration for any vacant building, The Owner shall procure and keep in force at all times during the registration term, commercial general liability and property insurance coverage, with minimum combined bodily injury (including death) and property damage limits of not less than \$1,000,000 for each occurrence and \$2,000,000 annual aggregate (Property Maintenance Code)
- In addition to the requirements set forth in the Vacant Building Ordinance, owners of vacant buildings must also adhere to the requirements of the Property Maintenance Code
- Street facade windows and doors. On the street facade, the exterior surface of any window shall not be covered by any substance or adhesive material sprayed, painted or otherwise applied to the windows. All street facade windows and doors having cracked, broken or

missing glass or glazing material shall be repaired and replaced with glass and glazing material in a manner compatible with the original design of the structure. (Property Maintenance Code).

Fire Safety and Security

The City of El Paso adopted vacant property criteria based upon the original permitted use of the building and the need to maintain fire suppression systems.

Structures that have a certificate of occupancy designated as assembly (A), business (B), educational (E), factory (F), hazard (H), institutional (I), mercantile (M), or utility (U) shall comply with the following additional requirements:

- a) Existing fire suppression systems shall be maintained and be in working order in conformance with the International Fire Code.
- b) Security and fire alarms and security lighting shall be installed, be placed in use, and be maintained in an operable condition at all times. Security methods and systems shall be compatible with the original exterior of the structure and not detract from the aesthetic appearance of the structure or adjacent buildings as determined by the building official.

Emergency Response Requirements

- Owner must provide City with name, address and phone number of a person or persons who can be contacted 24/7 in the event of an emergency condition at the vacant building
- Owner must notify the City within 5 days of any change to emergency response (ER) information
- Owner or authorized agent must arrive on-scene within 1 hour after being contacted by the City for an emergency condition at the vacant building

Emergency Access

Owner must secure property with a “key box” with a lock operable only by a fire department master key and containing building entry keys and other keys that may be required for access in an emergency.

Fire Suppression

The owner of a vacant building that has a certificate of occupancy which is designated as an assembly (A), business (B), educational (E), institutional (I), hazard (H), factory (F), mercantile (M) building, residential (R)*, or utility (U) shall install a fire suppression system that conforms to the standards set forth in the currently adopted International Fire Code and maintain that system in good working order.

*excluding buildings with four or fewer dwelling units

Fire Suppression Exemption

An exemption may be claimed when:

1. Premises have been cleared of all combustible material and debris
2. In the opinion of the fire code official, the following do not create a fire hazard:
 - Type of construction
 - Fire separation distance
 - Security of the premises

Placards

Upon issuance of a certificate of registration for any vacant building designated for non-residential uses or for residential use having four or more dwelling units, the Owner shall install placards approved by the fire chief or designee, which apply the following marking system to alert city or emergency response personnel to potential hazards.

The following stipulations for placards were taken from the City of El Paso Vacant Property Ordinance:

- Placards shall be applied on the front of the vacant building and be visible from the street. Additional placards shall be applied to the side of each entrance to the building and on penthouses
- Placards shall be twenty-four inches by twenty-four inches (610 mm by 610 mm) minimum in size with a red background, white reflective stripes and a white reflective border. The stripes and border shall have a two-inch (51 mm) minimum stroke
- Placards shall bear the date of their application to the building and the date of the most recent inspection

- Prior to receiving a placard, all buildings shall be inspected thoroughly by the fire chief or designee

Hazard Identification

Vacant marker hazard identification symbols were also taken from the City of El Paso Vacant Property Ordinance to designate known hazards on the vacant building marker. They shall be placed directly above the symbol.

R/O- Roof open

S/M- Stairs, steps and landing missing

F/E- Avoid fire escapes

H/F - Holes in floor.

II. CODE ENFORCEMENT

Code enforcement can be a powerful tool to address problem properties if the system is working well. Code enforcement is the set of procedures that cities use to compel property owners to comply with government health and safety standards and other property standards. Cities adopt different local ordinances (or “codes”) to address things like housing conditions, dumping, and fire safety. When government officials inspect a property and find a violation of a code, they serve notice on the owner. If the owner fails to correct the violations, a city in Texas can bring an administrative action in a hearing officer’s court or a civil action in municipal or district court. Depending on the type of action, the court can issue fines, order demolition, or require the owner to take certain actions. If a community is to enact a Vacant Property Registration Ordinance they must be willing to enforce the law through Code Enforcement.

III. LAND BANK

Land banks are created to acquire, manage, and transfer ownership of property. They help accomplish a variety of local and regional policy goals including removing blight, assembling parcels for redevelopment, creating affordable housing, and stabilizing property values.

Sometimes with a lot of liabilities, your only option is to eliminate or reduce them. To be able to turn a liability into an asset is an opportunity that vacant property can provide Main Street communities with. Cities can take control of vacant, tax-delinquent properties through

treasurer's sales and clear the titles before selling the parcels at a reasonable price to developers, community development corporations, and others with legitimate plans for turning them into neighborhood assets. The land bank allows the county to more quickly take control of a delinquent property through tax foreclosure and made sure it was reused in a way that advances community improvement strategies, rather than selling it off at auction to the highest bidder, who may not have the community's best interests in mind.

In 2003, the state adopted a pilot "Urban Land Bank Demonstration Program" for the City of Dallas which allows the city to bypass the public auction in a tax foreclosure sale and directly acquire tax delinquent, vacant properties for affordable housing and grocery store development. Non-profit developers have a right of first refusal. Since 2005, Dallas has acquired hundreds of vacant lots for development as affordable housing through the land bank program with another 1,500 working their way through the tax foreclosure process. The City of Houston also operates an active land bank program that is acquiring tax and mortgage-foreclosed properties for redevelopment as affordable housing.

Receivership

Cities and community-based nonprofits across Texas have the ability to rehabilitate dangerous properties when the property owner refuses to address dangerous conditions, and also has the ability to clear titles to problem properties. Receivership is used successfully in many cities and states across the country, including Baltimore, Cleveland, New Jersey and Texas. Texas has three different receivership statutes that can be used to rehabilitate dangerous properties: 1. hazardous property receivership; 2. community receivership; 3. equitable receivership.

Under Texas law, when a property creates an imminent risk of harm to tenants and the surrounding community, a city or nonprofit housing organization can file a lawsuit and ask a judge to appoint a receiver to take over the property. The receiver assumes the role of the owner and may collect rents, make repairs and rebuild the property with court approval. Depending on which receivership statute is utilized in Texas, the receiver can be an individual, a nonprofit organization, or other entity.

The receiver places a lien on the property for their expenses, but is responsible for fronting the costs of rehabilitating the property. If the owner fails to reimburse the receiver, the receiver can ask the court for permission to sell the property and is reimbursed out of the sales proceeds. Receivership is available for multifamily, single-family, commercial, and vacant properties.

PROPOSED Ordinance
Historic Landmark Preservation Ordinance
For The City of _____, Texas

WHEREAS, CH. 211 TEXAS LOCAL GOVERNMENT CODE, the Municipal Zoning Authority, specifically authorizes zoning functions and procedures for municipalities; and

WHEREAS, CH. 211 TEXAS LOCAL GOVERNMENT CODE, Section 211.003(b) provides that in the case of designated places and areas of historical, cultural, or architectural importance and significance, the governing body of a municipality may regulate the construction, reconstruction, alteration, or razing of buildings and other structures.

WHEREAS, CH. 211 TEXAS LOCAL GOVERNMENT CODE, Section 211.005(a) authorizes the governing body of a municipality to divide the municipality into districts, within which the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land and within which zoning regulation must be uniform for each class or kind of building in a district; however, zoning regulations may vary from district to district.

WHEREAS, CH. 214 TEXAS LOCAL GOVERNMENT CODE, Section 214.00111 provides additional authority to preserve substandard buildings as historic property which applies only to a municipality that is designated as a certified local government by the state historic preservation officer as provided by 16 U.S.C.A. Section 470 et seq.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF _____, TEXAS:

Section 1. Purpose

The City Council of _____ hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of landmarks and districts of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. This act is intended to:

- (a) protect and enhance the landmarks and districts which represent distinctive elements of _____'s historic, architectural, and cultural heritage;
- (b) foster civic pride in the accomplishments of the past;
- (c) protect and enhance _____'s attractiveness to visitors and the support and stimulus to the economy thereby provided;
- (d) insure the harmonious, orderly, and efficient growth and development of the city that is sensitive to its historic resources;

- (e) promote economic prosperity and welfare of the community by encouraging the most appropriate use of historic properties within the city;
- (f) encourage stabilization, restoration, and improvements of such properties and their values by offering incentives for rehabilitation.

Section 2. Definitions.

Architectural Details shall mean the small details like moldings, carved woodwork, etc. that add character to a building.

Alteration shall mean any act or process that changes one of more historic, architectural, or physical features of an area, site, place, and/or structure including, but not limited to the erection, construction, reconstruction or removal of any structure.

Applicant means a person seeking a designation or authorization under this Chapter or the person's designated and duly authorized agent or representative. This term may include the property owner, occupant of the site, the Historic Preservation Commission ("HPC") or City Commission.

Appurtenant features means the features that define the design of a building or property including but not limited to porches, railings; columns, shutters, steps, fences, attic vents, sidewalks, driveways, garages, carports, outbuildings, gazebos, and arbors.

Archeological property/site means any locale where there is physical evidence of past human activity that is either prehistoric or historic in age.

Building shall refer to a dwelling, such as a house, barn, church, hotel, or similar structure created to shelter any form of human activity. The term may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn. The term also includes mobile homes, manufactured homes, and industrial housing.

Certificate of Appropriateness shall mean an order issued by the Heritage Preservation Board indicating approval of plans for alteration, construction, or removal affecting a designated landmark or property within a designated district.

Certified Local Government shall mean a local government certified or approved by the State Historic Preservation Office (SHPO), which has an appointed commission to oversee the survey and inventory of historic resources, to review areas for historically significant structures, and to develop and maintain community planning and education programs.

Contributing building shall mean a historic building that is at least 50 years old or older that retains a significant amount of its physical integrity and character defining features including location, setting, design, construction, workmanship, and/or association with historical persons or events.

Design Guidelines shall mean guidelines of appropriateness or compatibility of building design within a community or historic district. Often in the form of a handbook, design guidelines contain drawings accompanying "do's and don't's" for the property owner. The Historic Preservation Commission has authority to administer design guidelines.

Design review shall refer to the decision making process conducted by the heritage preservation board or an appointed heritage preservation officer that is guided by established terms

Demolition by Neglect shall mean allowing a building to fall into such a state of disrepair that it becomes necessary or desirable to demolish it.

Exterior Architectural Feature shall mean but not be limited to architectural style and general arrangement of such portion of the exterior of a structure as is designed to be open to the view from a public way.

Façade shall mean the entire building front including the parapet.

Historic Preservation Commission (HPC) shall mean the five member Board established under this ordinance and appointed by City Council.

Historic designations means an official recognition of the significance of a building, property or district. Designation can occur on three different levels:

Federal - The National Register of Historic Places (for both individual buildings and entire districts);

State - Recorded Texas Historic landmarks (only for individual buildings) and State Archeological Landmarks; or

Local - designated under a municipal historic ordinance either individually as a landmark or as a locally designated district.

Historic Districts shall mean any neighborhood or region designated by City Council as a historic district.

Historic Landmarks shall mean a building, structure object or site designated by City Council as a historic landmark.

Historic Preservation means the protection, reconstruction, rehabilitation, repair and restoration of places and structures of historic, architectural, or archeological Significance.

Historic Rehabilitation shall mean the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Historic Resource shall mean any building, structure, object or site that is 50 years or older or any resource that has been identified as a high or medium priority because of its unique history or architectural characteristics.

Historic Resources Survey means a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance.

Integrity means the authenticity of a property's historic identity, evidenced by survival of physical characteristics that existed during the property's historic or prehistoric period.

Inventory means a list of historic properties that have been identified and evaluated as meeting specified criteria of significance.

Local Historic District means a geographically and locally defined area that possesses a significant concentration, linkage, or continuity of buildings, objects, sites, structures, or landscapes united by past events, periods, or styles of architecture, and that, by reason of such factors, constitute a distinct section of the City. Historic sites within a local district need not be contiguous. For an area to constitute a district. All sites, buildings, and structures within a local historic district, whether individually contributing or not are subject to the regulations of the district.

Local Historic Landmark means any site, building, structure, or landscape of historic significance that receives designation by the City pursuant to this Chapter.

Minor alterations shall mean the installation or alteration to awnings, fences, gutters, downspouts, and incandescent lighting fixtures; restoration of original architectural features that constitute a change from the existing condition; alterations to signs; and additions and changes not visible from any street to the rear of the main structure or to an accessory structure.

National Register of Historic Places shall mean the nation's official list of buildings, districts, and sites (including structures and objects) significant in American history and culture, architecture, archeology, and engineering maintained by the National Park Service and administered on a state-wide basis by the Texas Historical Commission. Restrictions on these properties exist only when there is an undertaking that uses federal funds or that requires a federal permit or license.

Object means a physical item associated with a specific setting or environment that is movable by nature or design, such as statuary in a designed landscape. The term object is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed.

Order of Demolition shall mean an order issued by the Heritage Preservation Board indicating approval of plans for demolition of a designated landmark or property within a designated district.

Ordinary Maintenance shall mean repair of any exterior or architectural feature of a landmark or property within a historic district which does not involve a change to the architectural or historic value, style or general design. In-kind replacement or repair is included in this definition of ordinary maintenance.

Overlay District shall mean zoning, applied over one or more other districts, creates a second, mapped zone that is superimposed over the conventional zoning districts. Overlay district typically provide for a higher level of regulations in certain areas such as transit station areas, downtown areas, and historic districts, but may also be used to permit exceptions or less restrictive standards (fewer parking spaces in a downtown or transit station area, or more density in an economic development area).

Owner shall mean the individual, corporation, partnership, or other legal entity in whom is vested the ownership, dominion, or title of property and who is responsible for payment of ad valorem taxes on that property; including a Lessor or Lessee if responsible for payment of ad valorem taxes.

Preservation shall mean the stabilization of an historic building, its materials and features in their present condition to prevent future deterioration. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

Preservationist shall mean someone with experience, education or training in the field of preservation.

Reconstruction shall mean the act or process of reproducing by new construction the exact form and detail of a vanished building as it appeared at a specific period of time. A technique used earlier in the 20th century, reconstruction is rarely used today because of the preference to use limited financial resources to preserve existing historic buildings.

Recorded Texas Historical Landmark shall mean a state designation for buildings important for their historical associations and which have retained a high degree of their original historic fabric. They must be at least 50 years of age and retain their original exterior appearance. State historical landmarks receive greater legal protection than National Register of Historic Places designations.

Rehabilitation means the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

Restoration shall mean returning a property to a state indicative of a particular period of time in its history, while removing evidence of other periods.

Secretary of the Interior Standards for Rehabilitation shall mean the standards established by the Secretary of the Interior for advising federal agencies on the preservation/rehabilitation of historic properties listed or eligible for listing on the National Register of Historic Places.

Site means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historical, cultural, or archeological value regardless of the value of any existing structure.

State Archeological Landmark shall mean a designation made by the Texas Historical Commission and, in the case of privately owned property, with the landowner's permission. Although called "archeological" landmarks, this designation can include buildings as well as archeological sites. For a building to be designated as a State Archeological Landmark, it must first be listed on the National Register of Historic Places. Damage to a State Archeological Landmark is subject to criminal, not civil, penalties.

State Historic Preservation Office (SHPO) shall mean the State Office responsible for administering federal historic preservation programs as defined in the National Historic Preservation Act of 1966 as amended and subsequent legislation. The Executive Director of the Texas Historical Commission serves as SHPO for the State of Texas.

Site is the location of a significant event a prehistoric or historic occupation or activity or a building or structure whether standing ruined or vanished where the location itself possesses historical cultural or archeological value regardless of the value of any existing structure

Structure is a term used to distinguish specific types of functional constructions from buildings that are usually made for purposes other than creating shelter

Zoning means a police power measure, enacted by a municipality, including the City, in which the community is divided into districts or zones within which permitted and special uses are established as are regulations governing lot size, building bulk, placement, and other development standards.

Section 3. _____ Historic Preservation Commission

There is hereby created a commission to be known as the _____ Historic Preservation Commission, hereafter referred to as the "HPC."

- 1) The HPC shall consist of _____ members to be appointed, upon application and demonstration of their qualifications to the extent available among the residents of the community, by the City Council with primary consideration given to professional members from the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation. When a professional in the fields of history, architecture, architectural history, planning, or archaeology is not represented in the membership of the HPC, then the city shall seek and provide outside expertise in the appropriate discipline when considering National Register nominations and all federal

undertakings that will affect historic properties which are normally evaluated by a professional in such disciplines.

- (a) The HPC, regardless of professional background, all members shall be residents of the city and at least two (2) members shall reside or own property within a District.
- (b) All HPC members must have a known and demonstrated interest, competence, or knowledge in historic preservation within the city and/or the county.
- (c) The HPC as a whole shall represent the ethnic makeup of the city.
- (d) HPC members shall be identified by place numbers 1 through ____ and the terms of office serve be staggered. The initial term for even-numbered Places shall serve for two years and odd-numbered Places shall serve for three years. The City Council may re-appoint HPC members as their terms expire not to exceed three consecutive terms. The Mayor shall fill any vacancies that may occur before a term has expired, only for the remainder of the term.
- (e) Any member may resign by submitting a letter of intent to the HPO that has been read into the official HPC minutes and forwarded to the Mayor. The City Council may terminate any HPC member upon cause of an appropriate hearing or upon the absence of over 50% of the scheduled HPC meetings within a calendar year.
- (f) The Chairperson and Vice Chairperson of the HPC shall be elected by and from its membership.
- (g) A quorum for the transaction of business shall consist of not less than five (5) members the HPC.
- (h) The HPC shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the HPC Chairperson, Vice Chairperson or at the written request of at least five HPC members. All meetings shall be held in conformance with the Texas Open Meetings Act, Chapter 552 of the Texas Government Code as Annotated.

2) The HPC shall be empowered to:

- (a) Make recommendations to the city for the employment of staff and professional consultants as necessary to carry out the duties of the HPC.
- (b) Adopt parliamentary rules and procedures necessary to carry out the business of the HPC, which shall be ratified by the City Council.
- (c) Review and take action on the designation of Landmarks and the delineation of Districts, which shall be ratified by the City Council.

- (d) Recommend and confer recognition upon the owners of Landmarks or properties within Districts by means of certificates, plaques, or markers.
- (e) Review and recommend to City Council and other applicable city boards and commissions all proposed changes to the zoning ordinance, building code, general plan or other adopted policies of the city than may affect the purpose of the Article.
- (f) Conduct public hearings and provide comment on buildings, objects, sites, structures, and districts for nomination to the National Register of Historic Places to the Texas Historic Commission. Such recommendations shall be guided by the criteria established in the National Historic Preservation Act of 1966, as amended.
- (g) Implement and maintain a system of survey or inventory of significant historic, architectural, and cultural landmarks and all properties located within designated Districts located in the city. Such information shall be maintained securely, made accessible to the public and should be updated at least every ten (10) years.
- (h) Monitor and report to the Texas Historical Commission all actions affecting any Recorded Texas Historic Landmark, State Archaeological Landmark, National Register property and any locally designated Landmark, as deemed necessary.
- (i) Create sub-committees from among its membership and delegate to these committees' responsibilities to carry out the purposes of this Article.
- (j) Maintain written meeting minutes which are recorded by staff and demonstrate all actions taken by the HPC and the reasons for taking such actions.
- (k) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.
- (l) Review and take action on all Certificates of Appropriateness applications for compliance with adopted Design Guidelines pursuant to this Article.
- (m) Review and take action on all appeals on action taken by the HPO regarding the administrative review of Certificates of Appropriateness applications for compliance with adopted Design Guidelines pursuant to this Article.
- (n) Develop, prepare and adopt specific Design Guidelines which shall be ratified by the City Council, for use in the review of all Certificates of Appropriateness applications.
- (o) Prepare and submit annually to the City Council a report summarizing budget costs, goals and objectives and work completed during the previous year, as well as anticipated budgetary requests.
- (p) Make recommendations to the city concerning the utilization of state, federal, or private funds to promote the preservation of Landmarks and Districts within the city.

- (q) Recommend to City Council the acquisition of endangered Landmarks by demolition where its preservation is essential to the purpose of this Article and where private preservation is not feasible.
- (r) Propose incentive program(s) to City Council for local property owners of historic Landmarks or within local Districts.
- (s) Review and take action on all city preservation-related incentive program applications involving work on Landmarks and Districts for compliance with adopted Design Guidelines pursuant to this Article.
- (t) Accept on behalf of the city government donations of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of City Council
- (u) Provide comment to the Texas Historical Commission on any federal undertakings (projects utilizing federal funds or requiring a federal permit) pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended

Section 4. Appointment of Historic Preservation Officer

The City Manager or its designee shall appoint a qualified city official, or staff person to serve as Historic Preservation Officer (HPO). The HPO must have an interest, knowledge and a demonstrated background in the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation. In the absence of a qualified official or staff person of the municipality, a volunteer resident of the city may be appointed by City Council as HPO. The HPO shall be empowered to:

- a) Administer this ordinance and advise the HPC on matters submitted to it.
- b) To maintain and hold open for public inspection all documents and records pertaining to the provisions of this Article.
- c) Receive and review all applications pursuant to this Article to ensure their completeness.
- d) Review and take action on all Certificates of Appropriateness applications subject to administrative review pursuant to this Article.
- e) Review and forward with any recommendations all applications for Certificates of Appropriateness subject to review by the HPC pursuant to this Article.
- f) Ensure proper posting and noticing of all HPC meetings, schedule applications for HPC review, provide packets to its members prior to the meetings, record meeting minutes and facilitate all HPC meetings.

- g) Review and help coordinate the city's preservation and urban design activities with those of local, state and federal agencies and with local, state, and national preservation organizations in the private sector.

Section 5. Criteria for Designation of Local Historic Landmarks and Districts

Properties that are listed as a Recorded Texas Historic Landmark (RTHL), State Archeological Landmark (SAL) or listed on the National Register of Historic Places (NR) shall be considered as recognized local Landmarks.

- 1) An individual Landmark may be designated if it is at least fifty (50) years old and it substantially complies with two or more of the following:
 - (a) Possesses significance in history, architecture, archeology, and culture.
 - (b) Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history.
 - (c) Is associated with events that have made a significant impact in our past.
 - (d) Represents the work of a master designer, builder, or craftsman.
 - (e) Embodies the distinctive characteristics of a type, period, or method of construction.
 - (f) Represents an established and familiar visual feature of the city.
- 2) A District may be designated if it substantially complies with both of the following:
 - (a) Contains properties and an environmental setting which meet two or more of the criteria for designation of a landmark, and;
 - (b) Constitutes a distinct section of the city.

Section 6. Designation of Local Historic Landmarks and Districts

- a) These provisions pertaining to the designation of historic landmarks constitutes a part of the comprehensive zoning plan of the City of _____.
- b) The procedure for designating a historic Landmark or to establish or amend a historic District may be initiated by the city, or by the individual property owner(s), or by at least 20% of the residents of the potential District. An application for Determination of Significance shall be made on forms as prescribed by the city and shall be filed with the HPO along with fees in accordance with the municipal fee schedule. Buildings, structures, sites or areas located within the city which substantially complies with the

criteria found in **Section 5** may be recommended to the City Council as Landmarks or Districts by the HPC. The application shall contain:

- (i) Name, address, telephone number of applicant, and physical address of the individual property, or
 - (ii) Name, address, telephone number of applicant, and signed petition of at least 20% of the proposed area.
 - (iii) Site plan of the individual property or map indicating the geographic boundaries of the proposed area showing all affected buildings and/or structures.
 - (iv) Detailed historic description and background on the property or area.
 - (v) Current photographs of the overall property or area along with any historical photographs, if available.
 - (iii) Any other information which the HPO or HPC may deem necessary.
- c) Upon receipt of a completed for a Determination of Significance application, the HPO shall schedule a hearing at the next available regularly scheduled HPC meeting. Notice of the application shall be mailed to the property owner(s) and posted on the property by the city for a minimum period of fourteen (14) days prior to the scheduled hearing. A published notice of the scheduled hearing shall also be made in accordance with the Texas Open Meeting Act. Notice of applications for proposed Districts shall be mailed to each affected property owner and posted at least four (4) separate locations that are visible from the public right-of-way at its external boundaries for a minimum period of fourteen 14 days prior to the scheduled hearing. A published notice of the scheduled hearing shall also be made in accordance with the Texas Open Meeting Act.
- d) An individual property or area that is under review by the city for a formal Determination of Significance shall be protected by and subject to all of the provisions of this Article governing demolition, minimum maintenance standards and penalties until a final decision by the City Council becomes effective.
- e) At the hearing, the applicant shall have an opportunity to present testimony and evidence to demonstrate the historical Significance, or insignificance of the subject property or area. Other interested parties and technical experts may also present testimony or documentary evidence which will become part of a record. The burden of proof shall be upon the applicant.
- f) The HPC may take action to approve, postpone requesting additional information or deny the application. The HPO shall forward any final recommendation to the Planning and Zoning Commission within thirty (30) days of the hearing. Denials may be appealed directly to City Council.

- g) The Planning and Zoning Commission shall give notice and conduct its hearing upon receipt of the recommendation from the HPC. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City of _____. The Planning and Zoning Commission shall review the application to ensure that the recommended designation will not pose a conflict with the underlying land use zoning and shall forward its recommendation to the City Council within thirty (30) days after taking action on the application.
- h) Upon receipt of the joint recommendation on the application from the HPC and the Planning and Zoning Commission, the City Council shall schedule a hearing on the application within within thirty (30) days. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City of _____. Significance shall be considered only on the record made before the HPC and the Planning and Zoning Commission.
- i) Upon designation of a Landmark or District by the city council, the designation shall be recorded by legal description on the city's official zoning maps, in the records of real property of Anderson County, and with the tax appraisal office.
- j) The applicant or any persons adversely affected by any determination of the HPC may appeal the decision to city council. Appeal requests shall be on forms as prescribed by the city and shall be filed with the HPO within seven (7) days of the HPC's decision and scheduled for the next available regularly scheduled city council meeting. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City of _____. Appeals to the City Council shall be considered only on the record made before the HPC, and may only allege that the HPC's decision was arbitrary, capricious, or illegal.

Section 7. Minimum Maintenance Standards

No owner or person with an interest in real property designated as a Landmark or a property located within a District shall permit the property to fall into a serious state of disrepair so as to result in the significant deterioration of any exterior architectural feature which would, in the judgment of the HPC, create a detrimental effect upon the historic character of the Landmark or District.

1) Examples of serious disrepair or significant deterioration include:

- (a) Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
- (b) Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or buckling.

- (c) Deterioration or crumbling of exterior plaster finishes, surfaces or mortars.
- (d) Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
- (e) Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of paint or other protective covering.
- (f) Rotting, holes, and other forms of material decay.
- (g) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.
- (h) Deterioration that has a detrimental effect upon the special character of the district as a whole or the unique attributes and character of the contributing structure.
- (i) Deterioration of any exterior feature so as to create or permit the creation of any hazardous or unsafe conditions to life, health, or other property.

Section 8. Procedure to mitigate Demolition by Neglect

Demolition by Neglect refers to the gradual deterioration of a property when routine or minimum maintenance is not performed. The HPO and the Development Services Department staff shall work together in an effort to reduce Demolition by Neglect involving Landmarks or properties located within Districts within the city. A Demolition by Neglect citation as determined by the HPC may be issued against the owner of the property for failure to comply with the minimum maintenance standards by permitting the subject property to exhibit serious disrepair or significant deterioration as outlined in Section 40-107 herein.

- 1) Due to the time consuming nature of pursuing enforcement under this section, no more than one property will be under consideration during each of the following quarters (January- March, April-June, July-September, and October- December).
- 2) While the HPO will act as the point of contact, the Development Services Department staff shall, when needed, assist with inspections. If there is a dispute between the HPO and Development Services Department staff, the City Manager may be consulted as a mitigating party.
- 3) The procedure for citing a property for Demolition by Neglect shall be as follows:
 - (a) Initial identification is made by visual inspection of the area by the HPO or an HPC member or by referral from someone in the area. All referrals shall be made in writing and shall be submitted to the HPO.

(i) Once the initial identification is made, followed by a preliminary determination by the HPO, the property owner shall be notified by US mail of the defects of the building and informed of various incentive programs that may be available for repair. The owner is given thirty (30) days in which to respond to the preliminary determination by submitting a stabilization proposal to HPO. The stabilization proposal will be presented to the HPC at the next available meeting. If the HPC approves the proposal, a Certificate of Appropriateness (if necessary) may be issued administratively by the HPO. The approval will detail the specific work which is necessary to correct the Demolition by Neglect conditions, as well as a time period to begin and complete the work. The HPO shall update the HPC on the status of the property every thirty (30) days once work begins on the property.

(ii) If the property owner receives the letter regarding the preliminary determination, but fails to respond, a second notice shall be sent in the same manner as described above.

(iii) If the property owner fails to receive and/or respond to the letter regarding the preliminary determination after two (2) attempts, the matter returns to the HPC for a citation hearing. The HPO shall send a third notice via certified mail informing the owner of the hearing, the property is posted with a notice of the violation in accordance with the provisions of this Article, and a public hearing on the citation is scheduled.

(iv) At the public hearing the owner is invited to address the HPC's concerns and to show cause why a citation should not be issued. The HPC may take action to approve any proposed work, defer the matter to give the owner more time either to correct the deficiencies or make a proposal for stabilization, or issue a citation to the owner of the property for failure to correct the Demolition by Neglect conditions.

(v) If the owner is cited for the condition of Demolition by Neglect of the property, he is given fourteen (14) days to submit a stabilization proposal to the HPO, and at the discretion of the HPC, up to one (1) year to correct the defects. The HPO shall update the HPC on the status of the property every thirty (30) days once work begins on the property.

(vi) If the owner does respond with a stabilization proposal, the matter is turned over to the City Attorney's office for action in Municipal Court.

Section 9. Ordinary Maintenance

Nothing in this ordinance shall be construed to prevent the ordinary maintenance and repair of any exterior architectural feature of a landmark or property within a historic district which does not involve a change in design, material, or outward appearance that require the issuance of a building permit. In-kind repair/replacement and repainting is included in this definition of ordinary maintenance unless painting involves an exterior masonry surface that was not

previously painted. The HPO shall be in charge of making the decisions as to what is "ordinary maintenance."

Section 10. Certificates of Appropriateness for Alterations or New Construction Affecting Landmarks or Historic Districts

No person shall carry out any construction, reconstruction, alteration, restoration, rehabilitation, or relocation of any Landmark or any property within a District, nor shall any person make any material change in the light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way which affect the appearance and cohesiveness of any Landmark or any property within a District without a Certificate of Appropriateness application. The application must be reviewed and approved by the HPO or the HPC prior to the issuance of any building permit involving any Landmark or property located within a District. The application shall be required in addition to, and not in lieu of, any required building permit.

Section 11. Review Criteria for Certificates of Appropriateness for Alterations or New Construction Affecting Landmarks or Historic Districts

In considering an application for a Certificate of Appropriateness, the HPO and the HPC shall review it for compliance with *The Secretary of the Interior's Standards for Rehabilitation* and any applicable adopted Design Guidelines previously ratified by the City Council. The Standards and any applicable adopted Design Guidelines shall apply in all zones within the city bearing the suffix "HD" or individual properties bearing the suffix "HL."

All review criteria shall be made available to the applicant, property owners of Landmarks and properties located within Districts. The HPC shall promulgate and make recommendations to update the adopted Design Guidelines as necessary, provided that the changes do not pose a conflict with underlying land-use zoning and the changes do not take effect until ratified by the City Council.

Section 12. Procedure for Certificates of Appropriateness for Alterations or New Construction Affecting Landmarks or Historic Districts

The procedure for obtaining a Certificate of Appropriateness may be initiated by the city for all city-owned Landmarks or proposed work within a District, or by the individual property owner(s) of the subject Landmark or for a property located within a District. The application must be submitted for reviewed and approved by the HPO or the HPC prior to the commencement of any work. An application for Certificate of Appropriateness shall be made on forms as prescribed by the city and shall be filed with the HPO along with fees in accordance with the municipal fee schedule.

1) Administrative design review affecting Landmarks and properties located in Districts.

- a) Upon receipt of a completed Certificate of Appropriateness application as determined by the HPO, the HPO shall review the application for a preliminary determination of compliance with the Secretary of the Interior's Standards for Rehabilitation and the

adopted Design Guidelines. The applicant is encouraged to schedule a meeting with the HPO prior to the submittal of an application to discuss the proposed work and get initial design direction. The HPO reserves the right to forward any Certificate of Appropriateness application to the HPC for review and approval when direction on design policy is needed or if unable to determine compliance with the the Secretary of the Interior's Standards for Rehabilitation or the Design Guidelines. Proposed work to all city-owned Landmarks, all proposed work within a District, and for all city preservation-related incentive programs or federal projects must be reviewed by the HPC.

- b) Within five (5) days of receipt of a completed Certificate of Appropriateness application and a preliminary determination of compliance, notice of the pending administrative action shall be mailed to the property owner(s), to all immediate adjacent property owner(s), and posted on the property by the city establishing a fourteen (14) day period in which written comments may be submitted to the HPO.
- c) At the end of the notice period, the HPO shall meet with the Chair of the HPC to review the application and any comments received for design compliance consensus. If approved, the HPO shall issue a Certificate of Appropriateness consisting of written findings of fact, conclusions of law and any specific conditions of approval (if any), supporting the decision. The HPO shall also provide anyone who submitted written comments with a copy and forward its decision to the Development Services Department. Any specific conditions of approval as identified by the HPO shall be attached to the construction documents prior to the issuance of any building permits. No subsequent changes shall be made to the approved design without the prior review and approval of the HPO. An applicant shall have one (1) year from the date of issuance of a Certificate of Appropriateness to secure a building permit for the specified improvements or it shall become null and void.
- d) If the HPO and Chair of the HPC finds the proposed work will have an Adverse Effect on the Landmark, or property located within a District, or if the proposed work is inconsistent with the Secretary of the Interior's Standards for Rehabilitation or adopted Design Guidelines, the HPO shall advise the applicant and any written commenter of the disapproval of the application and of any changes to the application which are necessary for approval of same. A Certificate of Appropriateness application that has been denied administratively may not be resubmitted without incorporating changes to the application which are necessary for approval of the same.
- e) If no action has been taken by the HPO within sixty (60) days of the original receipt of the application, a Certificate of Appropriateness shall be deemed issued by the HPO and the HPO shall so advise the applicant in writing.
- f) The applicant or any persons adversely affected by the determination of the HPO may appeal the decision to the HPC. Appeal requests shall be filed in writing to the HPO within ten (10) days of the HPO's decision. The HPO must schedule the appeal for a public hearing at the next available regularly scheduled HPC meeting. Notice of the appeal shall be posted on the property for a period of fourteen (14) days upon receipt of a

formal appeal request. A written notice of the public hearing for the appeal request shall also be provided to all parties who received mailed notice for the original HPO's preliminary determination. Appeals to the HPC shall be considered only on the record made before the HPO.

2) HPC design review affecting Landmarks and properties located in Districts.

- a) Upon receipt of a completed Certificate of Appropriateness application as determined by the HPO, the HPO shall review the application for a preliminary determination of compliance with the Secretary of the Interior's Standards for Rehabilitation and any applicable adopted Design Guidelines. The applicant is encouraged to schedule a meeting with the HPO prior to the submittal of an application to discuss the proposed work and get initial design direction.
- b) Within five (5) days of receipt of a completed Certificate of Appropriateness and a preliminary determination of compliance, the HPO shall schedule a public hearing at the next available regularly scheduled HPC meeting. Notice of the pending HPC hearing for compliance with the Secretary of the Interior's Standards for Rehabilitation and any adopted Design Guidelines shall be mailed to the property owner(s), to all immediate adjacent property owner(s), and posted on the property by the city establishing a fourteen (14) day period in which written comments may be submitted to the HPO. A published notice of the scheduled hearing shall also be made in accordance with the Texas Open Meeting Act. All review criteria and the formal written report to the HPO shall be made available to the applicant prior to the hearing.
- c) The HPC shall review the application at a regularly scheduled meeting. At that time, the applicant shall have an opportunity to be heard, present testimony and evidence to demonstrate that the proposed work is in compliance with the Secretary of the Interior's Standards for Rehabilitation and any adopted Design Guidelines. Other interested parties and technical experts may also present testimony or documentary evidence which will become part of a record. The burden of proof shall be upon the applicant. In the event a hearing is not scheduled within ninety (90) days of receipt of the application, a Certificate of Appropriateness may be granted.
- d) The HPC may take action to approve, postpone requesting additional information or deny the application. If no hearing has been scheduled within ninety (90) days of the original receipt of the application by the HPO, a Certificate of Appropriateness shall be deemed issued and the HPO shall so advise the applicant in writing.
- e) If approved, the HPO shall issue a Certificate of Appropriateness to the applicant with the written findings of fact, conclusions of law and any specific conditions of approval (if any) supporting the decision. The HPO shall also provide anyone who submitted written comments with a copy and forward the HPC's decision to the Development Services Department. Any specific conditions of approval made by the HPC shall be attached to the construction documents prior to the issuance of any building permits. No subsequent changes shall be made to the approved design without the prior review and approval of

the HPO or HPC. An applicant shall have one (1) year from the date of issuance of a Certificate of Appropriateness to secure a building permit for the specified improvements or it shall become null and void.

- f) If the HPC finds the proposed work will have an Adverse Effect on the Landmark, or property located within a District, or if the proposed work is inconsistent with the Secretary of the Interior's Standards for Rehabilitation or any applicable adopted Design Guidelines, the HPC shall advise the applicant at the hearing of the disapproval of the application and of any changes to the application which are necessary to approval of the same. Within five (5) days following the meeting, the HPO shall provide the applicant and any written commenter noticing in writing of the disapproval of the application and of any changes to the application which are necessary for approval of the same. A Certificate of Appropriateness application that has been denied may not be resubmitted without incorporating changes to the application which are necessary for approval of the same.
- g) The applicant or any persons adversely affected by the action of the HPC may appeal the decision to the City Council. Appeal requests shall be filed in writing to the HPO within ten (10) days of the HPC's decision. The HPO must schedule the appeal for a public hearing at the next available regularly scheduled HPC meeting. Notice of the appeal shall be posted on the property for a period of fourteen (14) days upon receipt of a formal appeal request. A written notice of the public hearing for the appeal request shall also be provided to all parties who received mailed notice for the HPC hearing.
- h) The City Council shall give notice, follow publication procedure, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city. Appeals to the City Council shall be considered only on the record made before the HPC, and may only allege that the HPC's decision was arbitrary, capricious, or illegal.

Section 13. Demolition of Landmarks

It is the intent of this and succeeding sections to preserve the historic and architectural resources of the city through limitations on demolition and removal of Landmarks to the extent it is economically feasible practical and necessary. The demolition or removal of historic buildings structures and sites in the city diminishes the character of the city's historic Districts and it is strongly discouraged. Instead the city recommends and supports preservation rehabilitation and relocation within the historic district. It is recognized however that structural deterioration, economic hardship and other factors not entirely within the control of the property owner may result in the necessary demolition or removal of a historic building structure or site.

1) Removal or repair of hazardous or dangerous Landmarks.

- (a) If the building official determines a Landmark to be structurally unsound and a hazardous or dangerous building pursuant to the provisions found in the city's adopted building code, the building official shall be required to provide written notice to the HPC of the ordered removal or repair of the Landmark prior to taking such action.

- (b) The provisions contained in Section 214.00111 of the Texas Local Government Code provides additional authority to the city to preserve substandard historic buildings and are effective immediately upon designation as a Certified Local Government by the US Department of the Interior, National Park Service and Texas State Historic Preservation Officer as provided by 16 U.S.C., Section 470 et seq.; and
- (c) The property owner(s) of the demolished Landmark removed under this procedure is subject to the penalties found in Section 40-120 herein.

Section 14. Certificates of Appropriateness for Demolition Affecting Landmarks or Historic Districts

No person shall carry out the demolition of a Landmark or property within a District, including secondary buildings and landscape features that are not previously deemed a hazardous or dangerous building by the building official, or without the review and approval of a Certificate of Appropriateness for Demolition application by the HPC. The application shall be required in addition to, and not in lieu of, any required building permit. All demolition permits require a sixty day stay of demolition to allow for exploration of options to preserve the structure.

1) In the absence of a determination by the building official of the subject property as a hazardous or dangerous building, the HPC may consider an application for a Certificate of Appropriateness for Demolition of a Landmark or property located within a District, only if it meets compliance with one of the following:

- (a) The subject property of the application is not a recognized Landmark.
- (b) The subject building, structure or object is not an accessory building and/or landscape features that is integral to the historic interpretation or integrity of the Landmark.
- (c) The applicant is requesting a Certificate of Appropriateness for Demolition of a Landmark on the basis of Economic Hardship pursuant to Section 16.
- (d) The subject building, structure or object has lost its architectural significance and integrity over time for reasons not entirely within the control of the current or previous property owner(s).

Section 15. Procedure for Certificates of Appropriateness for Demolition Affecting Landmarks or Historic Districts

The procedure for obtaining a Certificate of Appropriateness for Demolition may be initiated by the city for all city-owned Landmarks or proposed work within a District, or by the individual property owner(s) of the subject Landmark or property within a District. The application must be submitted to the HPO for review and approval by the HPC prior to the commencement of any work. An application for Certificate of Appropriateness for Demolition shall be made on forms as prescribed by the city and shall be filed with the HPO along with fees in accordance with the municipal fee schedule.

1) The application shall contain:

- (a) Name, address, telephone number of applicant, and physical address of the individual property.
- (b) Site plan of the individual property or map indicating the area of the proposed demolition showing all affected buildings and/or structures on the site.
- (a) Photographs of existing conditions as well as any historical photographs, if available.
- (b) All future development plans for the property, if available.
- (c) Any other information which the HPC may deem necessary pursuant to Section 40-117 of this Article.

2) An individual property that is under review by the city for a Certificate of Appropriateness for Demolition shall be protected by and subject to all of the provisions of this Article governing demolition, minimum maintenance standards and penalties until a final decision by the HPC becomes effective.

3) The procedure for a Certificate of Appropriateness for Demolition shall be the same as provided for in Section 10 herein.

4) The procedure for a Certificate of Appropriateness for Demolition application involving a claim of Economic Hardship shall be as follows:

- a) Upon receipt of a completed Certificate of Appropriateness for Demolition application, the HPO shall review the application for a preliminary determination of compliance with the standards for economic hardship and the criteria for review found in Section 40-117 herein. The applicant is encouraged to schedule a meeting with the HPO prior to the submittal of an application to discuss the application and get initial direction.
- b) Within five (5) days of receipt of a completed Certificate of Appropriateness involving a claim of Economic Hardship and a preliminary determination of compliance, the HPO shall schedule a public hearing at the next available regularly scheduled HPC meeting. Notice of the pending HPC hearing for compliance with the standards for economic hardship and the criteria for review. Notice of the hearing shall be mailed to the property owner(s), to all immediate adjacent property owner(s), and posted on the property by the city. The owner shall be required to stabilize and secure the property subject to the penalties of this Article until a final decision by the HPC becomes effective. A published notice of the scheduled hearing shall also be made in accordance with the Texas Open Meeting Act. All review criteria and the formal written report to the HPO shall be made available to the applicant prior to the hearing.

- c) The HPC shall conduct its initial review of the application at a regularly scheduled meeting. At that time, the applicant shall have an opportunity to be heard, present testimony and evidence to demonstrate that standards for economic hardship and the criteria for review have been met. Other interested parties and technical experts may also present testimony or documentary evidence which will become part of a record. The burden of proof shall be upon the applicant. In the event the HPC does not act within ninety (90) days of receipt of the application, a Certificate of Appropriateness for Demolition may be granted.
- d) In considering the application, the HPC shall take action to postpone the application in order to establish a Stay of Demolition period, during which time the owner shall allow the city to post a sign stating that the property is subject to demolition. Said sign shall be at least three feet by two feet 3 X 2 readable from a point of public access and state that more information may be obtained from the HPO for the duration of the stay. The owner shall conduct in good faith with the city local preservation organizations and interested parties a diligent effort to seek an alternative that will result in the rehabilitation of the Landmark. Negotiations may include but is not limited to such actions to utilize various preservation incentive programs sell or lease the Landmark, or facilitate proceedings for the city to acquire the Landmark under its power of eminent domain, if appropriate, and financially possible. If negotiations are successful, the Certificate for Demolition application shall be considered withdrawn and all associated applications closed.
- e) At the end of the one hundred and eighty (180) days, if prior negotiations are unsuccessful and the request for demolition stands, the HPO shall schedule a second public hearing on the application at the next available regularly scheduled HPC meeting pursuant to the same manner described above in Subsection (b).
- f) At the end of the second hearing, the HPC may take action to approve, postpone requesting additional information or deny the application. If no hearing has been scheduled within sixty (60) days of the end of the stay period, a Certificate of Appropriateness shall be deemed issued and the HPO shall so advise the applicant in writing.
- g) If approved, the HPO shall issue a Certificate of Appropriateness to the applicant with the written findings of fact, conclusions of law and any specific conditions of approval (if any) supporting the decision. The HPO shall also provide anyone who submitted written comments with a copy and forward the HPC's decision to the Development Services Department. The approval shall be valid for one (1) year from the hearing date of the HPC's final decision. The historic property shall immediately be removed from the city's inventory of historic properties the official public records of real property of Anderson County and the official zoning maps of the city.
 - (i) Prior to demolition, the city may as a condition of approval require the owner to provide documentation of the demolished historic property at the owner's expense in accordance with the standards of the Historic American Building

Survey (HABS). Such documentation may include photographs, floor plans, measured drawings, an archeological survey, or other information as specified.

(ii) Forward a recommendation to the Planning Commission to place limitations on future development on the subject property in regard to square footage, building footprint, scale mass, height, setbacks, etc. of the demolished Landmark to help ensure infill that is architecturally compatible.

(iii) Approval for the demolition of a structure may be conditioned upon the construction of an acceptable replacement structure, or landscape or park plan. A bond or other financial guaranty in the amount of the cost of the replacement structure may be required in order to assure the construction of the replacement structure, or park, or landscape plan.

(iv) Forward a recommendation to the Planning Commission to place limitations on future development on the subject property in regard to square footage, building footprint, scale mass, height, setbacks, etc. of the demolished Landmark to help ensure infill that is architecturally compatible.

(v) The city may also require the owner to incorporate an appropriate memorialization of the building, structure or site such as a photographic display or plaque into any proposed future development project on the property.

(g) Denial of a Certificate of Appropriateness application for Demolition involving Economic Hardship shall prevent the owner from demolishing the property or reapplying for another Certificate of Appropriateness application for Demolition for a period of three (3) years from the hearing date of the HPC's final decision, unless substantial changes in circumstances have occurred other than resale of the property or those caused by acts beyond the control of the owner. It shall be the responsibility of the owner to stabilize and maintain the minimum maintenance standards for the property so as not to create a hazardous or dangerous building as identified in Section 40-113(1) herein.

(h) The city may continue to provide the owner with information regarding financial assistance for the necessary rehabilitation or repair work as it becomes available.

(i) The owner may appeal the decision of the HPC to the City Council. Appeal requests shall be filed in writing to the HPO within ten (10) days of the HPC's decision. The City Council shall give notice, follow publication procedure, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city. Appeals to the City Council shall be considered only on the record made before the HPC, and may only allege that the HPC's decision was arbitrary, capricious, or illegal.

Section 17. Economic Hardship involving Certificates of Appropriateness for Demolition Affecting Landmarks

No Certificate of Appropriateness for Demolition involving a claim of economic hardship may be approved, nor shall a demolition permit be issued by the city unless the owner proves compliance with the following standards for economic hardship:

- (a) The property is incapable of earning a reasonable return in its current or rehabilitated state, regardless of whether that return represents the most profitable return possible.
- (b) The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return.
- (c) Earnest and reasonable efforts to find a purchaser interested in acquiring the property and preserving it have failed.
- (d) The property cannot be moved or relocated to another site similar site or within the District.

1) The city shall adopt by resolution separate criteria for review in considering claims of economic hardship for investment for income producing and non-income producing properties, as recommended by the HPC. Non-income properties shall consist of owner occupied single family dwellings and non-income producing institutional properties. All standards for review shall be made available to the owner prior to the hearing. The information to be considered by the city may include but not be limited to the following:

- (a) Purchase date price and financing arrangements
- (b) Current market value
- (c) Form of ownership
- (d) Type of occupancy
- (e) Cost estimates of demolition and post demolition plans for development
- (f) Maintenance and operating costs
- (g) Inspection report by licensed architect or structural engineer having experience working with historic properties
- (h) Costs and engineering feasibility for rehabilitation
- (i) Property tax information
- (j) Rental rates and gross income from the property
- (k) Other additional information as deemed appropriate

2) Claims of economic hardship by the owner shall not be based on conditions resulting from:

- (a) Evidence of demolition by neglect or other willful and negligent acts by the owner
- (b) Purchasing the property for substantially more than market value at the time of purchase
- (c) Failure to perform normal maintenance and repairs
- (d) Failure to diligently solicit and retain tenants
- (e) Failure to provide normal tenant improvements

3) Throughout the process, the applicant shall consult in good faith with the HPO, local preservation groups and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be demonstrated to the HPC at the hearing.

Section 18. Enforcement

All work performed pursuant to a certificate of appropriateness issued under this ordinance shall conform to any requirements included therein. It shall be the duty of the building inspector to inspect periodically any such work to assure compliance. In the event work is not being performed in accordance with the certificate of appropriateness, or upon notification of such fact by the HPC and verification by the HPO, the building inspector shall issue a stop work order and all work shall immediately cease. The property owner shall then be required to apply for a hearing before the HPC to explain the non-compliance. No further work shall be undertaken on the project as long as a stop work is in effect until a decision is rendered by the HPC on the application.

Section 19. Penalties

It shall be unlawful to construct reconstruct significantly alter restore or demolish any building or structure designated as a Landmark or in a designated District in violation of the provisions of this Article. The city in addition to other remedies may institute any appropriate action or proceeding to prevent such unlawful construction reconstruction significant alteration or demolition to restrain correct or abate such violation or to prevent any illegal act business or maintenance in and about such premises including acquisition of the property

1) Any person firm or corporation violating any provision of this division shall be guilty of a class C misdemeanor punishable by a fine of not less than two hundred and fifty dollars (\$250.00 or more than two thousand dollars (\$2,000.00). Each day the violation continues shall be considered a separate offence. Such remedy under this section is in addition to the abatement restitution.

Section 20. Severability Clause

Should any paragraph, phrase, sentence, or clause of this ordinance be determined to be unconstitutional, said determination shall not effect the remaining paragraphs, phrases, sentences or clauses which shall remain in full force and effect.

Section 21. Effective Date

This ordinance shall become effective after passage and publication as required by law.

PRESENTED AND GIVEN first reading the XXth day of _____, A.D. 20__, at a regular meeting of the City Council; and passed and approved on second final reading the XXth day of _____, A.D. 20__, by a vote of X ayes and X nays at a regular meeting of the

_____mayor

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-A.1

Main Street Manager's reports

1. Manager's activity report

**Main Street Monthly Report
for June 2022 Activities through July 8, 2022**

Community Outreach:

- Main Street Advisory Board meeting – 6/14
- Chamber Tourism Committee – no Tourism Committee meeting
- Development Code Update Team meeting – 6/8
- Public Arts Advisory Board meeting – 6/22
- Presentation to LEAD Taylor class – 6/16
- MLK Committee Meeting – 6/21
- Taylor International BBQ Cook Off Meeting – 6/23
- Farmers Market Meeting – 7/5
- Met with Regina Jo Carlson re: how Main Street can partner with EDC to benefit small businesses – 7/5
- Mtg with Rick Pfeil re: his 2 properties in DT and possible renovations – 6/7
- Mtg with Jason Simak & Ryan Davenport re: new business at 108 E 2nd St.
- Met/spoke with various members of the community re: the Pride Banners

Local Business / Owner Visits:

- Worked with City staff to continue installation of downtown OPEN flags
- Met with property owner (119 W 2nd St) Nic Armstrong – 6/7
- Breakfast Bites Meeting – 6/8 – Topic: Retail Coach results for DT; 7/6 – Topic: Sign Ordinance changes with SimpleCity
- Met with Lizette Correa over potential business plans – 6/17

Event Planning:

- Juneteenth Parade Meeting – 6/8
- Main Street Car Show Meeting – 6/15; 6/29
- Juneteenth Meeting – 6/7

Special Events:

- Every Saturday – check on Farmers Market
- Music on Main Concert – 6/16
- Taylor Pride – 6/25
- Movie in the Park – 6/11
- July 4th Parade and Fireworks – 7/4

Film Friendly Taylor – May Film Events:

- No film events in May

Professional Development:

- Presented 2 Power Point Presentations to the New Texas Main Street Manager Group – “Dealing with Energy Vampires” and “Main Street Manager Survivor Guide” – 6/9

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Updating Taylor property database on DowntownTX.org – ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database

Upcoming Projects:

- Digital map & Main Street business directory project underway
- Breakfast Bites downtown business meetings will be monthly (1st Wednesday of each month) starting in April

Upcoming Calendar of Events:

- **Every Saturday 10am-2pm – Taylor Farmers Market – Heritage Square Pavilion**
- 2nd Saturday – 7/9
- Movie in the Park – 7/9
- Code Rodeo – 7/13
- Third Thursday – 7/21
- 2nd Saturday – 8/13
- Movie in the Park – 8/13
- Michelle’s Hot Peeps 5 & 10K – 8/13
- Taylor International BBQ Cook Off – August 18-20
- 2nd Saturday – 8/10
- Saturday Tardeada & Kickoff for Hispanic Heritage Month – 8/10
- 9-11 Parade and Memorial – 9/11
- St. Mary’s Fall Fest – 9/11
- 3rd Thursday – 9/15
- Music on Main Concert – 9/13
- Mamma Jamma Bike Ride – 9/17
- Good Life 5K – 10/8
- Empty Bowl Project – 10/8
- Life Park Center Festival – 10/15
- 3rd Thursday – 10/20
- Music on Main Concert – 10/20
- 9th Annual Main Street Car Show – 10/29
- Spooktacular – Scare on the Square – 10/30
- 2nd Saturday – 11/12
- 3rd Thursday – 11/17
- Music on Main Concert – 11/17
- Christmas Fair on the Square – 12/3
- Christmas Parade & Tree Lighting – 12/3
- 2nd Saturday – 12/10

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-A.2

Main Street Manager's reports

2. Main Street business & property report

TAYLOR MAIN STREET PROPERTY AND BUSINESS REPORT

February 2022

	A	B	C	D	E	F	G
1	PROPERTY FOR SALE:	ADDRESS:	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	STATUS
2	Rococo's Building	119-121 W. 3rd St	Richard Torres/Kelly Loessin	830-542-9353	9916SF	\$975,000	
3	Texas Historic Café Bldg	219-221 N Main St	Tony Gomes/Sloan Spaeth	512-656-4034	16,138SF	\$3,900,000	
4	old Taylor Bedding Co.	417 W. 2nd St	Taylor Second LLC/Ryan Perry; Asterra Properties	512-694-5426	Bldg: 23,100SF; land: 103,398SF	serious enquiries only	
5							
6	PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	
7	Vacant lot	104 N Main St	Public Sketch/Julie Downs	(512) 365-8563	6600SF	\$30/SF/Y	will build 2-800-SF buildings to suit
8	Texas Historic Café Bldg	219-221 N Main St	Tony Gomes	512-784+8712	3,200SF	TBD	
9	fmr Boomers Advisory Group	408 W 2nd; Ste 2	Dapper Dog Ltd LLC/Robert Fischer		1517SF	\$675/mo	
10	fmr Southern Hospitality Restaurant	105 E 3rd St.	Cliff Olle/Julie Downs	512-489-9885	3300SF	\$1.35/SF	
11	fmr. Location of Rhinestone Cowgirl	123 W 4th St	Pfeil	rick.von.pfeil@gmail.com	1521SK		
12							
13	SOLD PROPERTIES	ADDRESS	PURCHASER	CONTACT INFO	PROPOSED USE	SALES PRICE	
14	Shell Station	501 N Main St	Refueling Operating Co, LLC; Travis Smith	legal@refuelmarket.com ; 843-388-4966	same		
15							
16	LEASED PROPERTIES	ADDRESS	TENANT	CONTACT INFO	PROPOSED USE	LEASE \$	
17	Upstairs Office in McCrory-Timmerman Bldg	102 W 2nd St; Ste 202	Nomura Micro Science USA Ltd; Miwa Martinez	m-martinez@nomura-nms.co.jp ; 512-873-0084	Office - engineering company for Samsung		
18							

TAYLOR MAIN STREET PROPERTY AND BUSINESS REPORT

February 2022

	A	B	C	D	E	F	G
19	PROPOSED NEW CONSTRUCTION						
	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE			
20	vacant lots betw. Turning Heads & fmr. Taylor Station	110-112 E. 2nd St	Jason Simak	512-696-0239	Retail/Food Service/Bar		
21							
22	NEW CONSTRUCTION						
23	None						
24							
25	NEW BUSINESS COMING ON LINE				PROPOSED USE	# EMPLOYEES GAINED	
	ADDRESS	OWNER	CONTACT INFO				
26	SooBrie	109 W 3rd St	Steven N Haig	949-510-9497; steven.n.haig@gmail.com	"Grazing & Wine Bar"		
27	Flake Bakery & Larder	103 W 5th St		512-643-5989	bakery		
28							
29							
30	NEW BUSINESSES OPEN				PROPOSED USE	# EMPLOYEES GAINED	
	ADDRESS	OWNER	CONTACT INFO				
31	Nomura Micro Science USA Ltd	102 W 2nd St; Ste 202	Miwa Martinez	m-martinez@nomura-nms.co.jp ; 512-873-0084	engineering company for Samsung		
32							
33	BUSINESS CLOSING				CONTACT INFO	# EMPLOYEES LOST	
	ADDRESS	OWNER					
34	Blue Sage Clothiers	415 S Main St	Kim Cauble	512-269-8900; blue.sage.texas@gmail.com		1	
35							
36	BUSINESS EXPANDING				CONTACT INFO	# EMPLOYEES GAINED OR LOST	
	ADDRESS	OWNER					
37	None					0	

TAYLOR MAIN STREET PROPERTY AND BUSINESS REPORT

February 2022

	A	B	C	D	E	F	G
38							
39	BUSINESS RELOCATING	NEW ADDRESS	OWNER	CONTACT INFO	OLD ADDRESS	# EMPLOYEES GAINED OR LOST	
40	Longhorn Title Co	1902 Old Granger Road	Chasaty Huckabay, Mgr.	chas@longhorntitle.com ; 512-352-3520	309 N Main	-5	
41							
42	BUSINESS BEING SOLD	ADDRESS	NEW OWNER	CONTACT INFO	OLD OWNER	# EMPLOYEES GAINED OR LOST	
43	Shell Station	501 N Main St	Refueling Operating Co	Travis Smith	Mohammed Ali & Iqbal Ali	0	

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-A.3

Main Street Manager's reports

3. Upcoming special events report

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: June 9, 2022
RE: Staff Report – Breakfast Bites

BACKGROUND: Breakfast Bites are an effective tool to communicate with the downtown Business and Property Owner community.

They are held on the 1st Wednesday of each month at 8.30 am. Main Street provides a light breakfast of tacos, fruit/yoghurt, pastries, coffee & juice.

This is a budgeted item in the 123 Fund.

The remaining dates for 2022 are:

July 6, 2022	Signage
August 3, 2022	
September 7, 2022	
October 5, 2022	
November 2, 2022	
December 7, 2022	

MAIN STREET MANAGER’S RECOMMENDATION: Staff requests that board members assist in developing topics and content material for future Breakfast Bites and that they make every effort to attend these meetings.

MONTH	DATE	NAME OF EVENT	PRESENTOR(S)	LOCATION
JULY				
	7/4/2022	July 4th Celeb & Fireworks	CoT/Legion	Murphy Park
	7/9/2022	2nd Saturday	DT Businesses	DT Taylor
	7/21/2022	3rd Thursday	DT Businesses	DT Taylor
	7/21/2022	Movie in the Park	P&R	Heritage Square
AUGUST				
	8/25/2022	Movie in the Park	P&R	Heritage Square
	8/13/2022	2nd Saturday	DT Businesses	DT Taylor
	8/13/2022	3rd Thursday	DT Businesses	DT Taylor
	8/18-20/2022	Taylor International BBQ Cook Off	Tim Mikeska	Murphy Park
SEPTEMBER				
	9/10/2022	2nd Saturday	DT Businesses	DT Taylor
	9/10/2022	Saturday Tardeada-Hisp. Month Kick Off	Jose Orta	Heritage Square
	9/11/2022	9-11 Parade & Commemoration	CoT	DT Taylor & Heritage Square
	9/11/2022	St. Mary's Fall Festival	St. Mary's Church	St. Mary's properties
	9/15/2022	3rd Thursday	DT Businesses	DT Taylor
	9/15/2022	Music on Main Concert	PAAB	Heritage Square
	9/17/2022	2nd Mamma Jamma Bike Ride	DT Taylor/Heritage Square	Mamma Jamma Committee/Lone Star Circle of Care
	9/17/2022	KidFish	P&R	Bull Branch Park
OCTOBER				
	10/4/2022	National Night Out	TBD	TPD
	10/8/2022	2nd Saturday	DT Businesses	DT Taylor
	10/8/2022	Good Life 5/10K	Bull Branch Park	CoT/Good Life Comm
	10/8/2022	Empty Bowl Project	Art Off Center/Shepherd's Heart	Potter's Alley

	10/20/2022	3rd Thursday	DT Businesses	DT Taylor
	10/20/2022	Music on Main Concert	PAAB	Heritage Square
	10/29/2022	MainStreet Car Show	Main Street/MSCS Comm	DT/Heritage Square
	10/31/2022	Spooktacular - Scare on the Square	Main Street/Library	Heritage Square
NOVEMBER				
	11/12/2022	2nd Saturday	DT Businesses	DT Taylor
	11/17/2022	3rd Thursday	DT Businesses	DT Taylor
	11/17/2022	Music on Main Concert	PAAB	Heritage Square
DECEMBER				
	12/3/2022	Christmas Fair on the Square	Main Street	Heritage Square/City Hall
	12/3/2022	Christmas Parade/Tree Lighting	CoT/Taylor Ministerial Assn	DT/Heritage Square
	12/10/2022	2nd Saturday	DT Businesses	DT Taylor
	12/10/2022	3rd Thursday	DT Businesses	DT Taylor

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-B.1

Sign Grant revision:

- 1. Discuss the possibility of partially waiving sign permit fees for businesses seeking Sign Grants as an incentive to properly permitting signage.**

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: July 13, 2022
RE: Staff Report – Sign Grant Revision – incentive of waiving permitting fees with sign grant

At the weekly Community Development staff meeting, a topic of discussion was the July Breakfast Bites and signage/sign permitting. A major takeaway from the Breakfast Bites meeting was the hardship incurred by small business owners for the various permitting fees for signage.

For example, if a business applies for 48 square feet of signage – 1 20SF fascia sign, 2 10SF window signs, and 1 8SF A-Frame sign. If they apply for all 4 signs under the same permit, it will save in some fees BUT if any of the 4 signs are denied, then they ALL are denied. However, if the owner applies for 3 different permits, then all fees apply to each permit application.

Under the FY22 Fee Schedule for City Services, the following fees apply to a new sign, or a sign reface:
The business owner applies for all 4 signs simultaneously:

\$40 + \$1.60/square foot	$\$40 + \$76.80 (\$1.60 \times 48) =$	\$116.80
\$75 inspection fee		\$ 75.00
\$15 technology fee		\$ 15.00
\$3 charge card payment fee		<u>\$ 3.00</u>
		\$209.80

The business owner applies for each type of sign separately (3 permits):

Fascia Sign:	Window Signs:	A-Frame Sign:
$\$72 = \$40 + 32 (\$1.60 \times 20)$	$\$72 = \$40 + 32 (1.60 \times 20)$	$\$52.80 = \$40 + 12.80 (1.60 \times 8)$
\$75 inspection fee	\$75 inspection fee	\$75 inspection fee
\$15 technology fee	\$15 tech fee	\$15 tech fee
<u>\$3 cc pmt fee</u>	<u>\$3 cc pmt fee</u>	<u>\$3 cc pmt fee</u>
\$165.00	\$165.00	\$145.80

TOTAL: \$475.80 in fees for signage

Possible solution: The MSAB recommends to the City Council that they waive signage fees for signs seeking MSAB Sign Grants if they apply for and receive permits for those signs. The Sign Grant would continue to reimburse 50% of approved grants up to \$1,500.

PROS: • Increase the interest in better quality signage in the DT District • Increase the number of permitted signs in the DT District • Enable closer contact between business owners and the MSAB & Staff	CONS: • Real possibility that the budget for sign/façade grants could be exhausted before the FY ends. (Could have fees waived without grant funding if all permits were applied for and received.)
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Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-B.2

Sign Grant revision:

- 2. Discuss and approve the changes to the Sign Grant packet.**



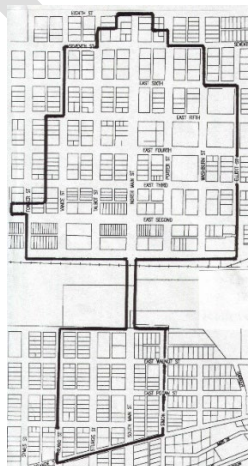
DEADLINE:
2nd Wednesday
of every month

SIGN REIMBURSEMENT GRANT PROGRAM

Application Instructions

Taylor Main Street seeks to improve the image of downtown Taylor through the restoration and rehabilitation of commercial building facades located in the Downtown Redevelopment Area. This sign grant is one of the economic incentive programs offered by Taylor Main Street to assist downtown business owners.

- The Taylor Main Street Sign Reimbursement Grant Program is set up as a single payment reimbursement to business and/or property owners within the Downtown Redevelopment Area.
- **Grants are available on a 50/50 matching basis with a cap of \$1500 per sign grant (\$3,000+ total project).**
- **Sign permitting fees will be waived (refunded?) for signs which:**
 1. **Apply for and receive the Taylor Main Street Sign Grant and**
 2. **Apply for and receive all applicable permits for the referenced signs.**
- Eligible signs include wall/fascia signs, projecting signs, window signs, hanging signs, awning signs, and A-frame/sandwich board signs for commercial buildings located in the Downtown Redevelopment Area.
- The costs associated with the removal of old signage without it being replaced with a new sign are not eligible for this grant.
- Grants are available starting October 1 of each year, on a first come, first serve basis until total funds are depleted.
- **No grants will be awarded for work that has already been done.**
- All submitted work must be reviewed by the Taylor Main Street Manager and approved by the Taylor Main Street Advisory Board before any eligible work may begin.
- If awarded a sign reimbursement grant, any change from the approved grant project may result in the total or partial withdrawal of the grant.



Map of the Taylor Downtown Improvement District. Commercial businesses located within this district are eligible for the Sign Reimbursement Grant.

If you have any questions, please contact Jan Harris, Taylor Main Street Manager at 512/352-3463 or jan.harris@taylortx.gov.



Date submitted: _____
Packet is complete: ____ YES ____ NO
Packet received by: _____

SIGN REIMBURSEMENT GRANT PROGRAM APPLICATION

Signed application packets must be submitted with all the necessary attachments including the property owner's signature to the Taylor Main Street Office, 400 Porter Street no later than the 2nd Wednesday of the month for consideration at the regular monthly meeting on the 3rd Wednesday of the month. Incomplete packets will be returned to the applicant.

- ◆ Applicant's Name: _____ Date: _____
- ◆ Business Name: _____
- ◆ Mailing Address: _____
- ◆ Contact Phone: _____ Email Address: _____
- ◆ Building Address: _____
- ◆ Building Owner (if different from applicant): _____
- ◆ Building Owner's Contact Number: _____
- ◆ Complete description of sign/s and method of installation:

- ◆ List all sign company proposals and the total amounts of each (please attach original proposals):
1. _____
2. _____
3. _____
- ◆ Total cost of proposed sign/s: _____
- ◆ Amount of Sign Grant requested: _____
(Maximum of \$1,500; 50/50 match)

The following information is required for a Grant Application to be considered. Please make sure your application packet is complete. Incomplete application packets will not be considered by the Main Street Advisory Board:

- 1) Scale drawing/s or photographs of proposed sign/s
- 2) All final paint color samples and sign materials used
- 3) Original copies of all sign company proposals including installation.
- 4) Copies of the business' Certificate of Occupancy
- 5) Copies of all applicable Sign Permits for the project
- 6) The signature of the property owner to signify their consent for you to install signs on their property

I have met with the Taylor Main Street Manager, and I fully understand the Sign Reimbursement Grant Program.

I further understand that if I am awarded a Sign Reimbursement Grant by the Taylor Main Street Advisory Board, any change from the approved project may result in the partial or total withdrawal of the grant. If the sign is altered for any reason within one (1) year from installation, I may be required to reimburse the City of Taylor immediately for the full amount of the Sign Reimbursement Grant.

Business Name

Applicant's Signature **Date**

Building Owner's Signature **Date**

Date the application was considered by the MSAB: _____

This application was _____ **APPROVED** or _____ **DENIED** **by the Main Street Advisory Board.**

Taylor Main Street Manager **Date**

Taylor Main Street Advisory Board Chairman **Date**

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-C.1

Reclaiming Main Street (HWY 95) as a street rather than a highway

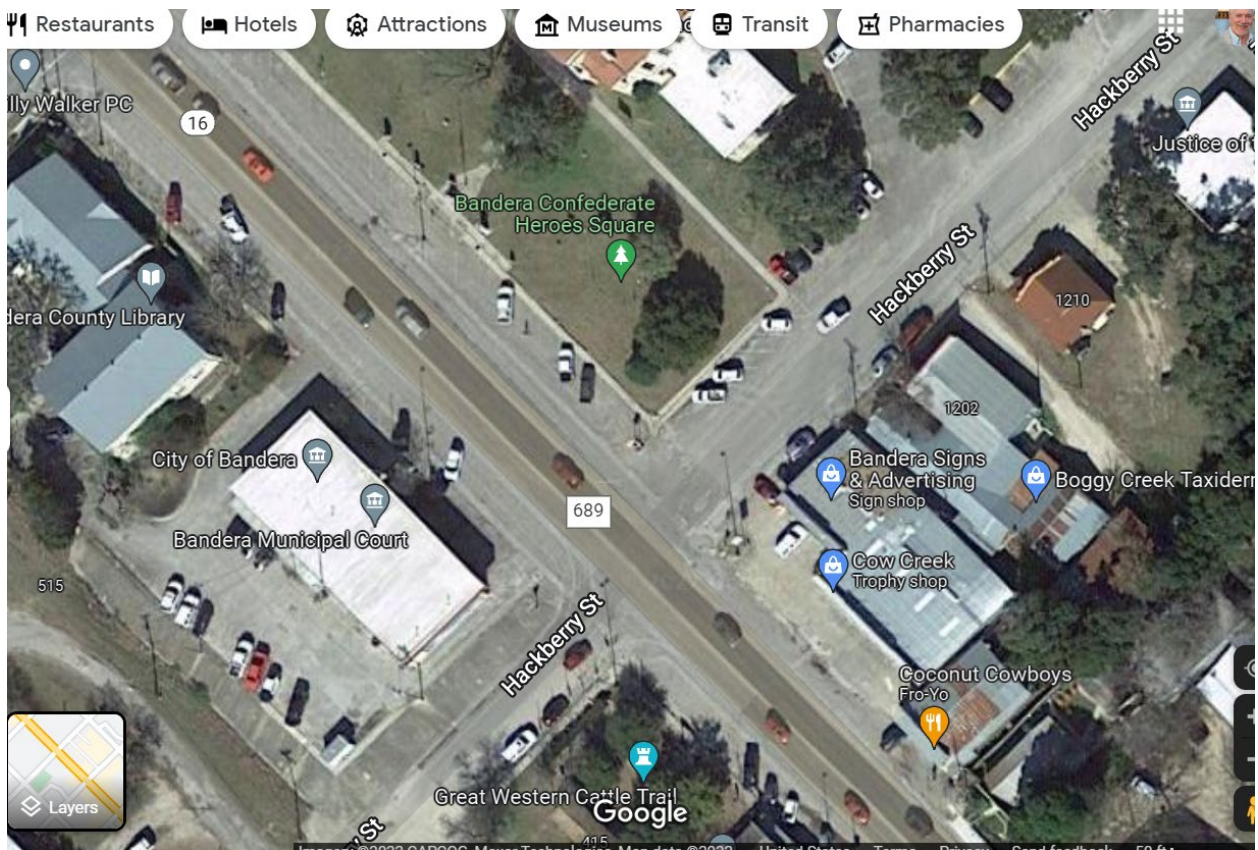
- 1. Review the results of board members research into other Texas cities with a Main Street that is also a highway.**

Some random research looking for other Texas towns with a TXDOT state highway running through their downtown areas:

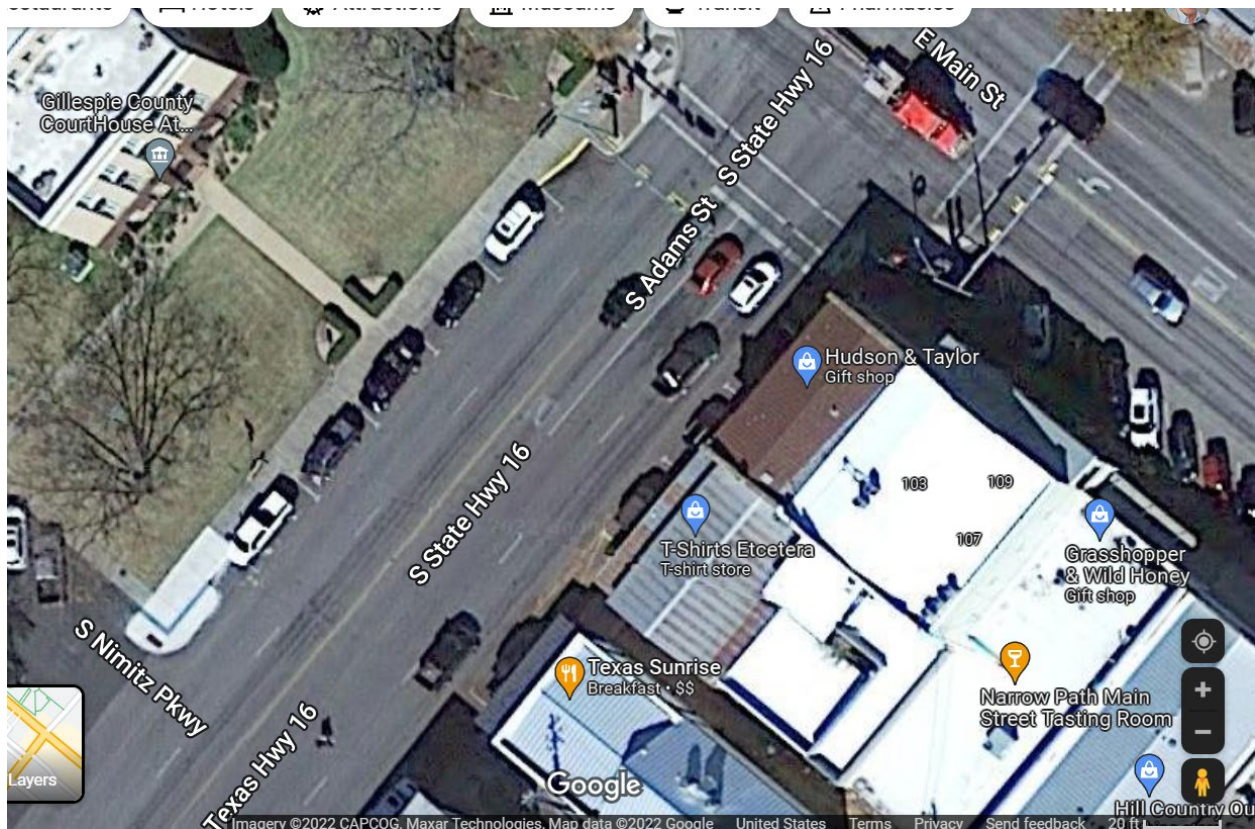
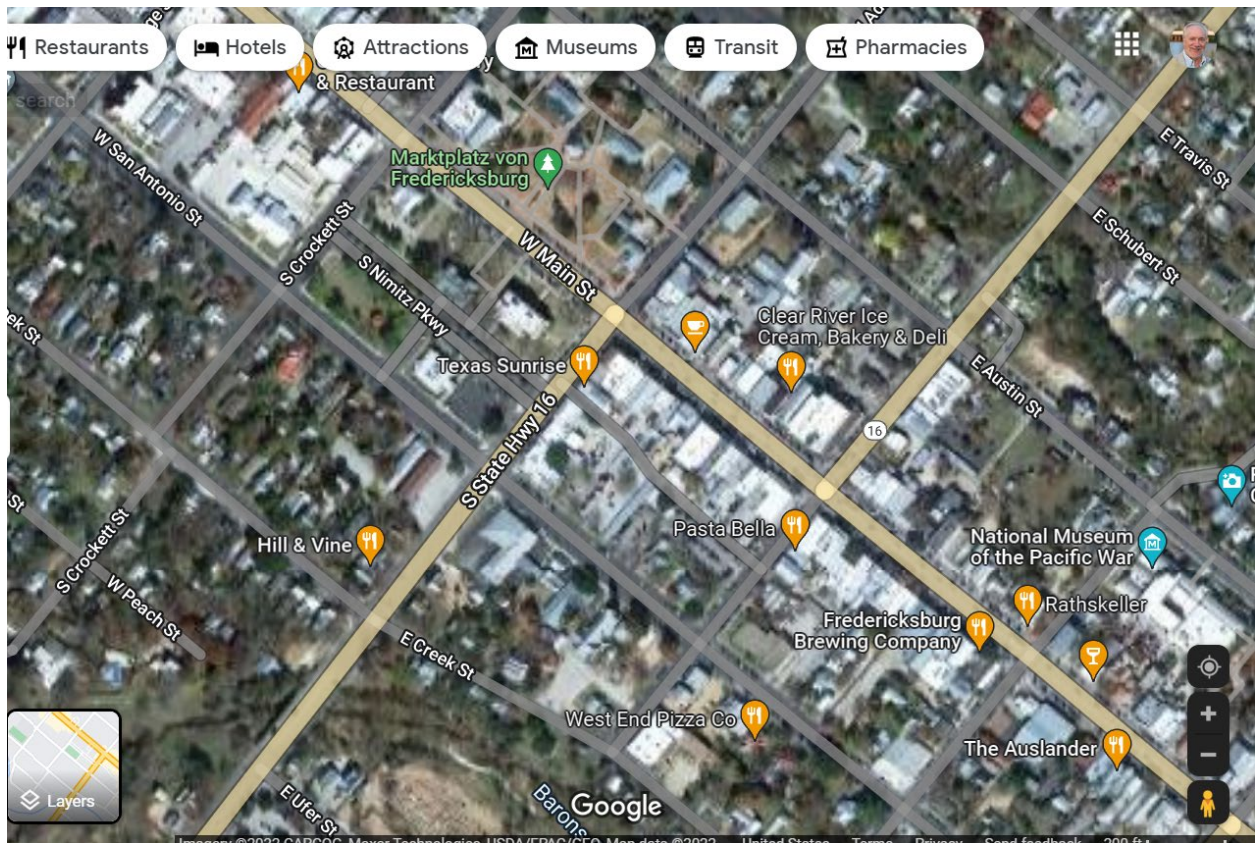
Note that state highways are marked on TXDOT and Google maps with a circle around a number.

I also note the following: **“TXDOT maintains more than 79,000 miles of farm-to-market, ranch-to-market, state, U.S. and interstate highways.** That's more roadway than any other state.” But my search focuses mainly on state highways running through small towns, since I assume they have different rules for highways different from state highways.

Bandera seems to have widened SH 16 downtown for angle parking:

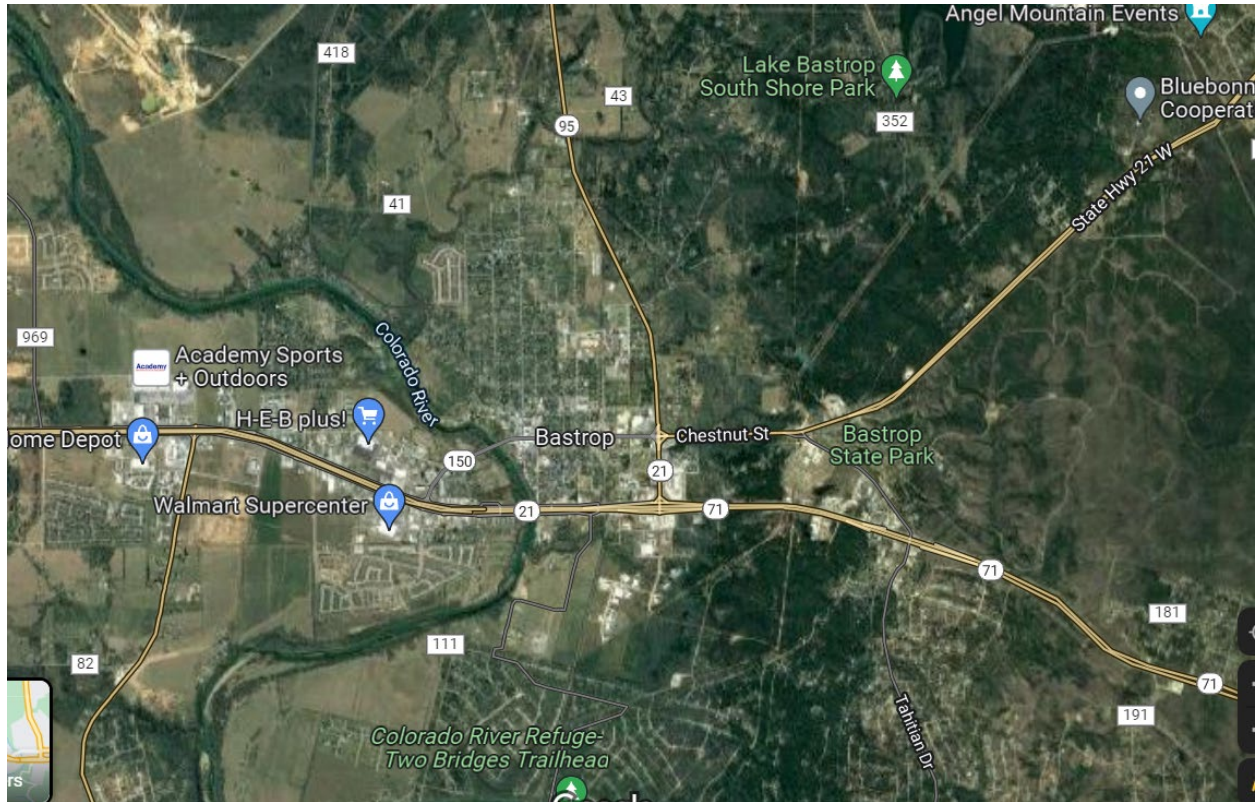


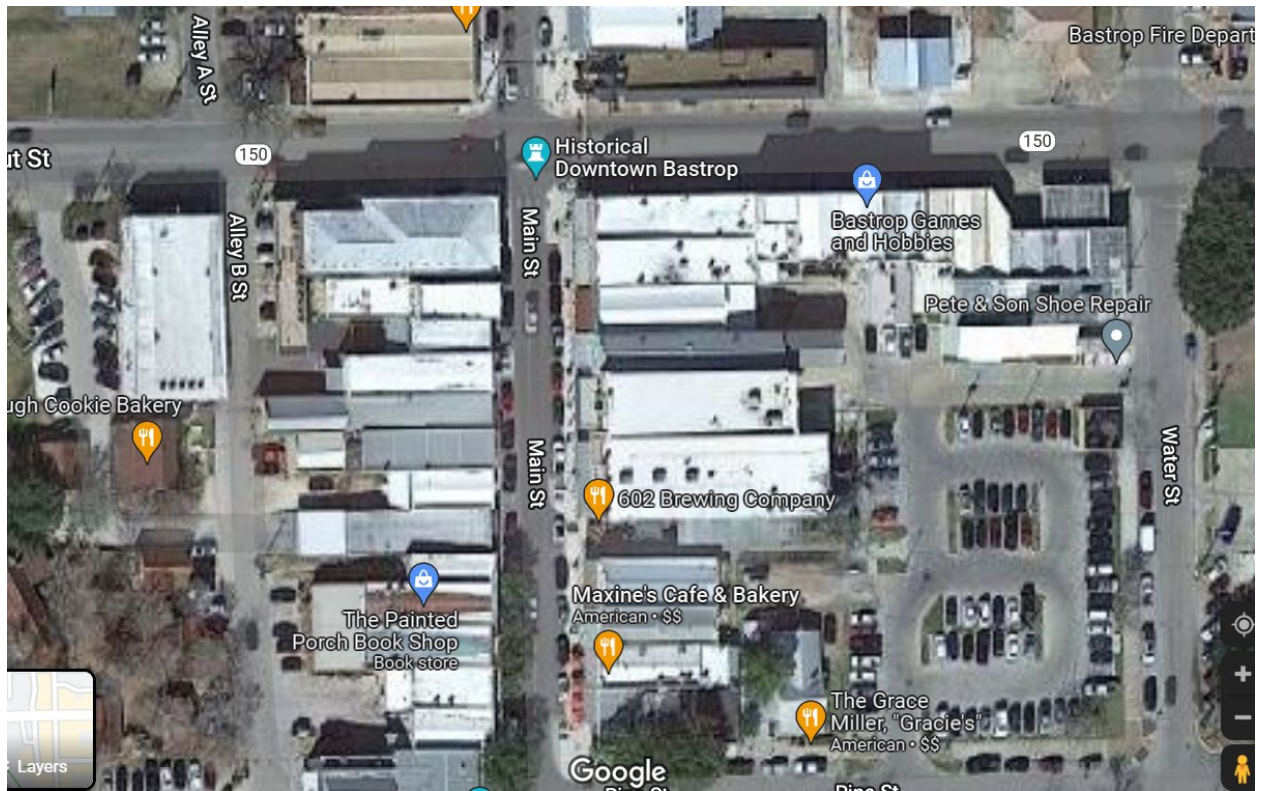
Frederickville has an intersection of US 87 and SH 16. SH16 in the downtown appears to have three or four lanes:



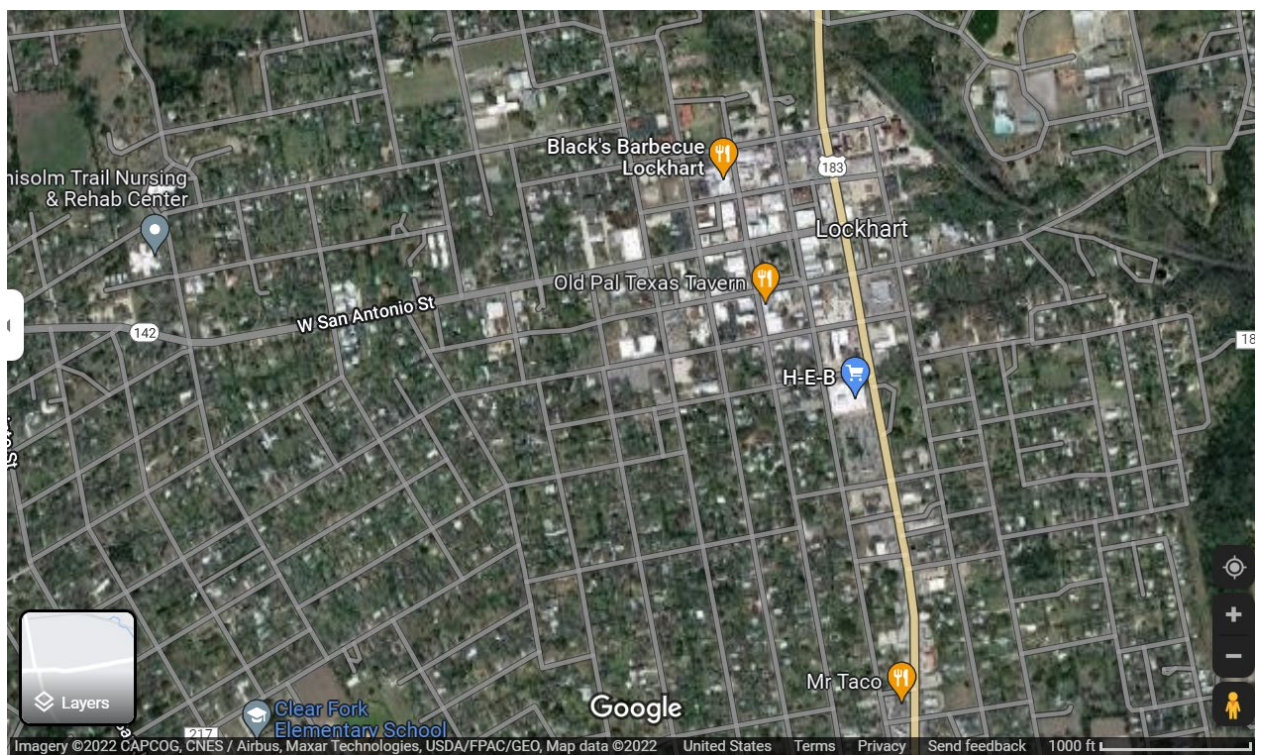
Johnson City has a cool vibe but doesn't have any state highways running through it; 281 and 290 are US highways.

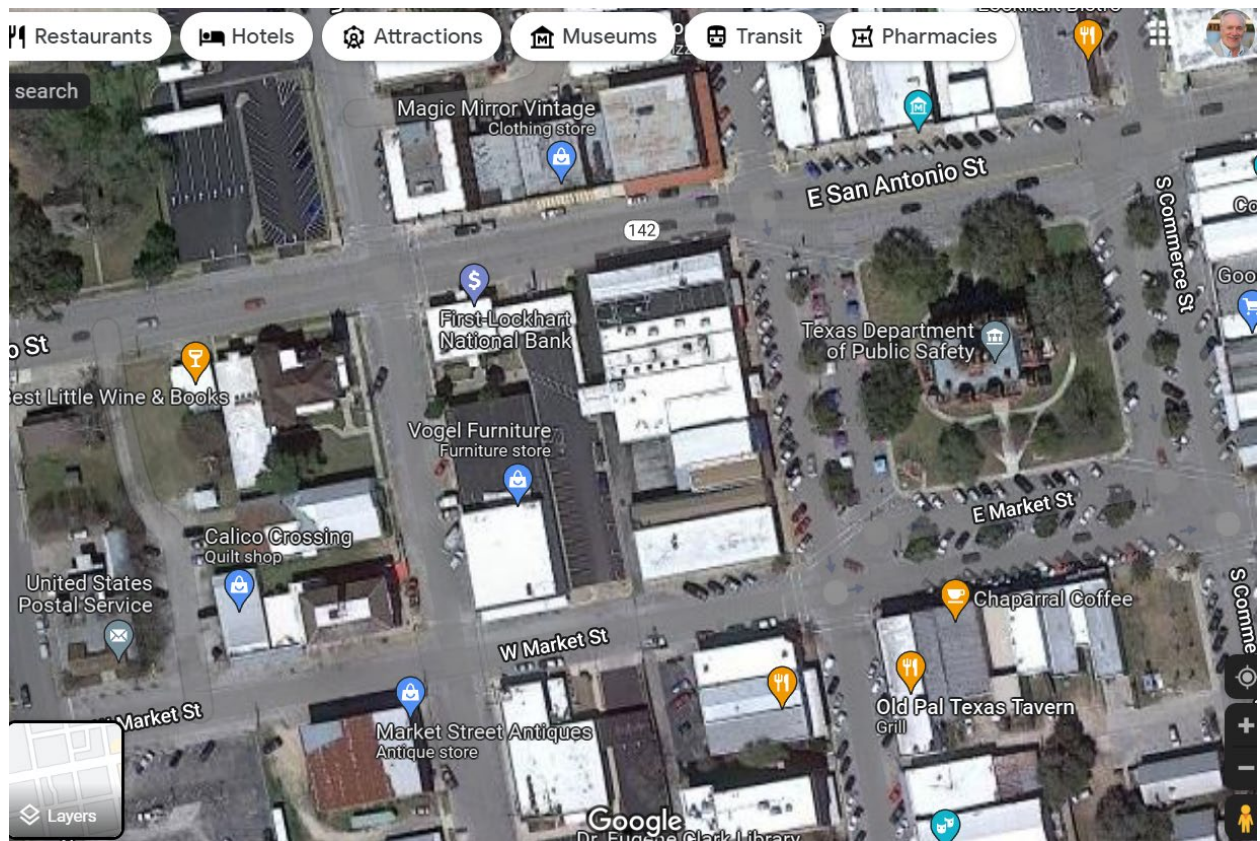
I had mentioned Elgin, but I don't think the roads in the downtown are large enough. However, just down the road, we might want to check with Bastrop. SH's 21, 95, and 71 converge there:



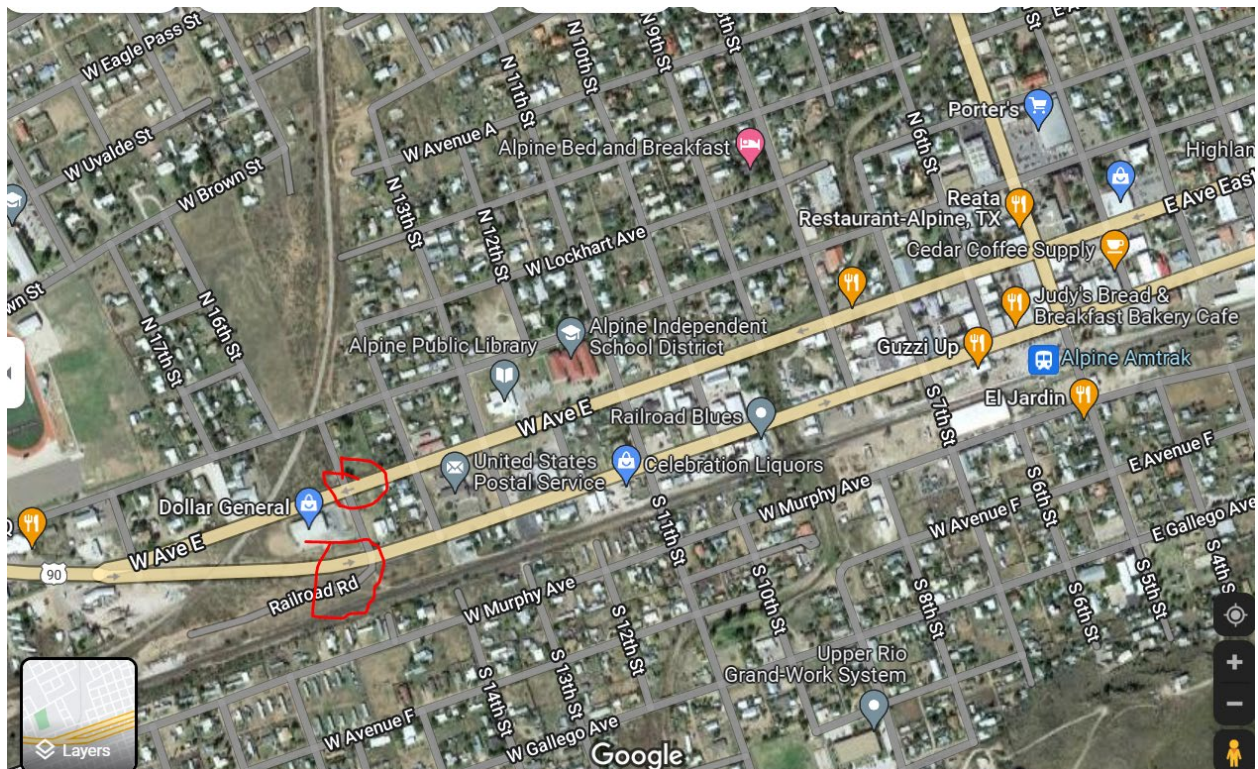
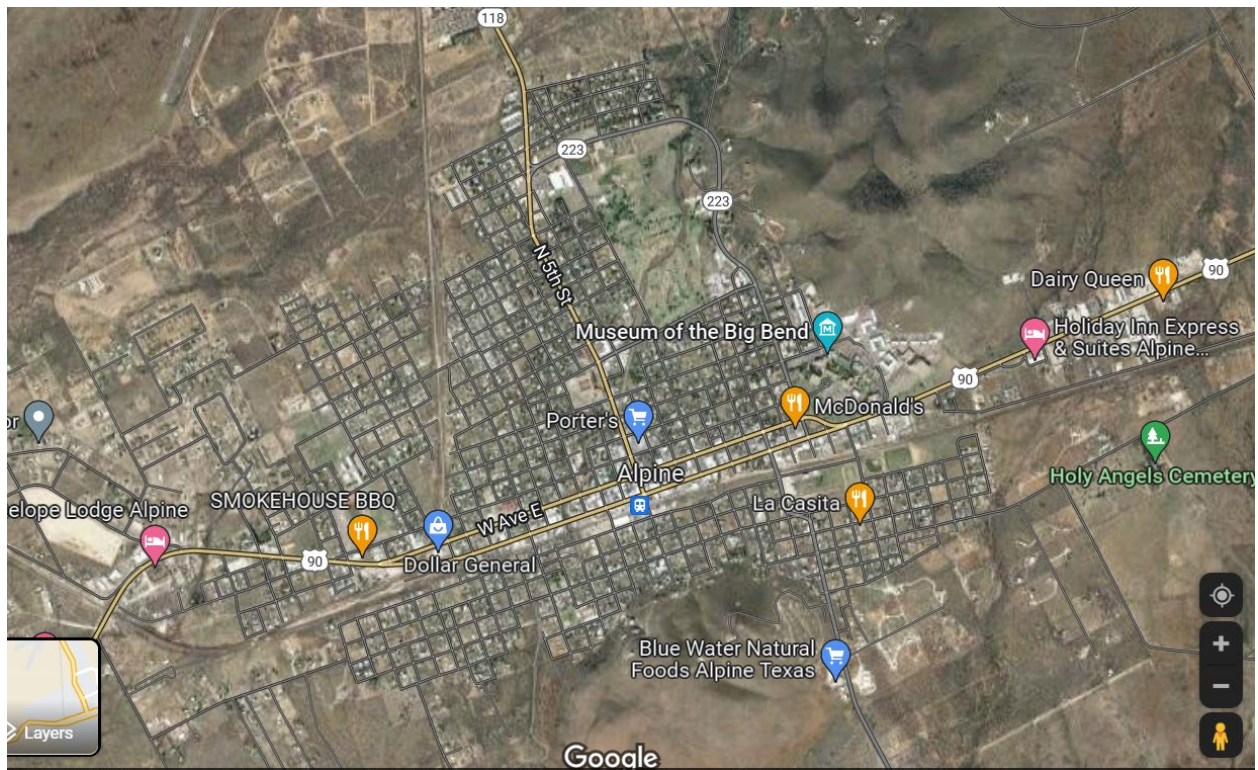


Lockhart is a convergence of US 183 and SH 142:

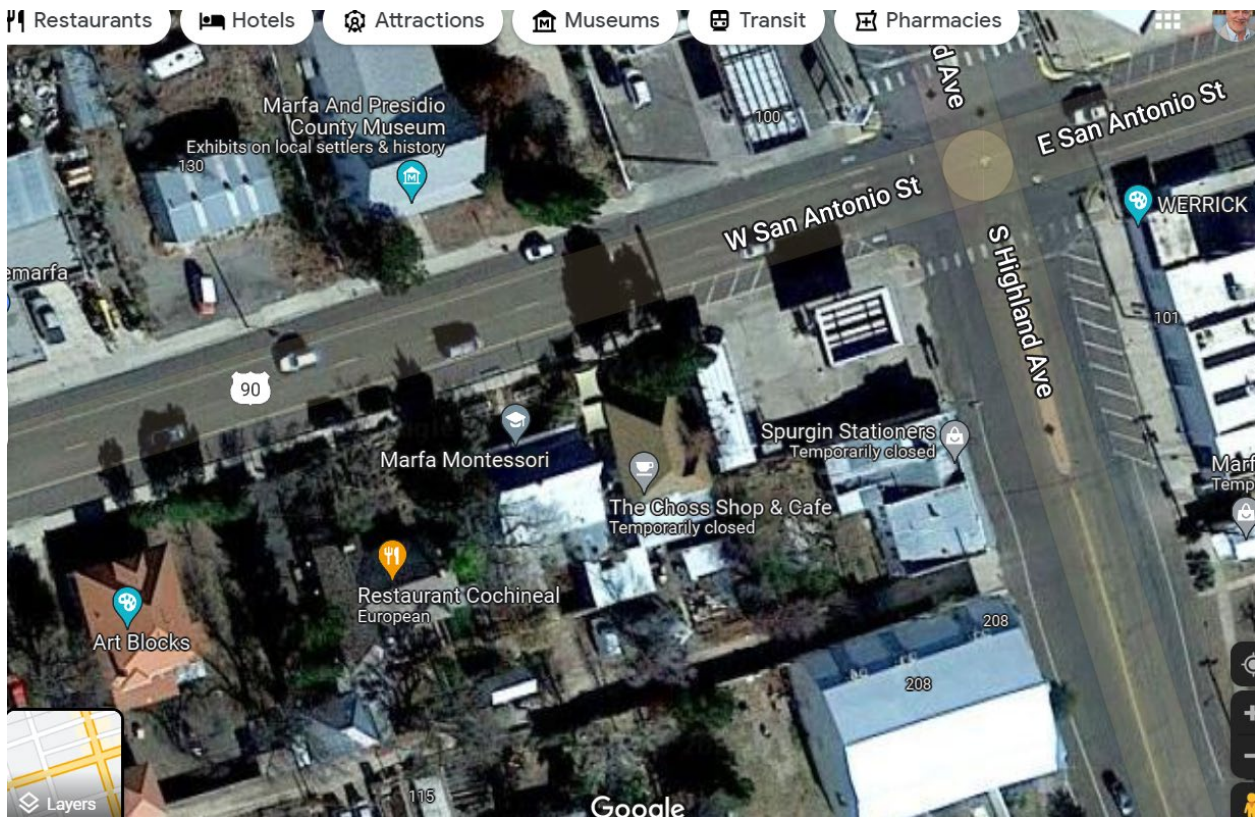
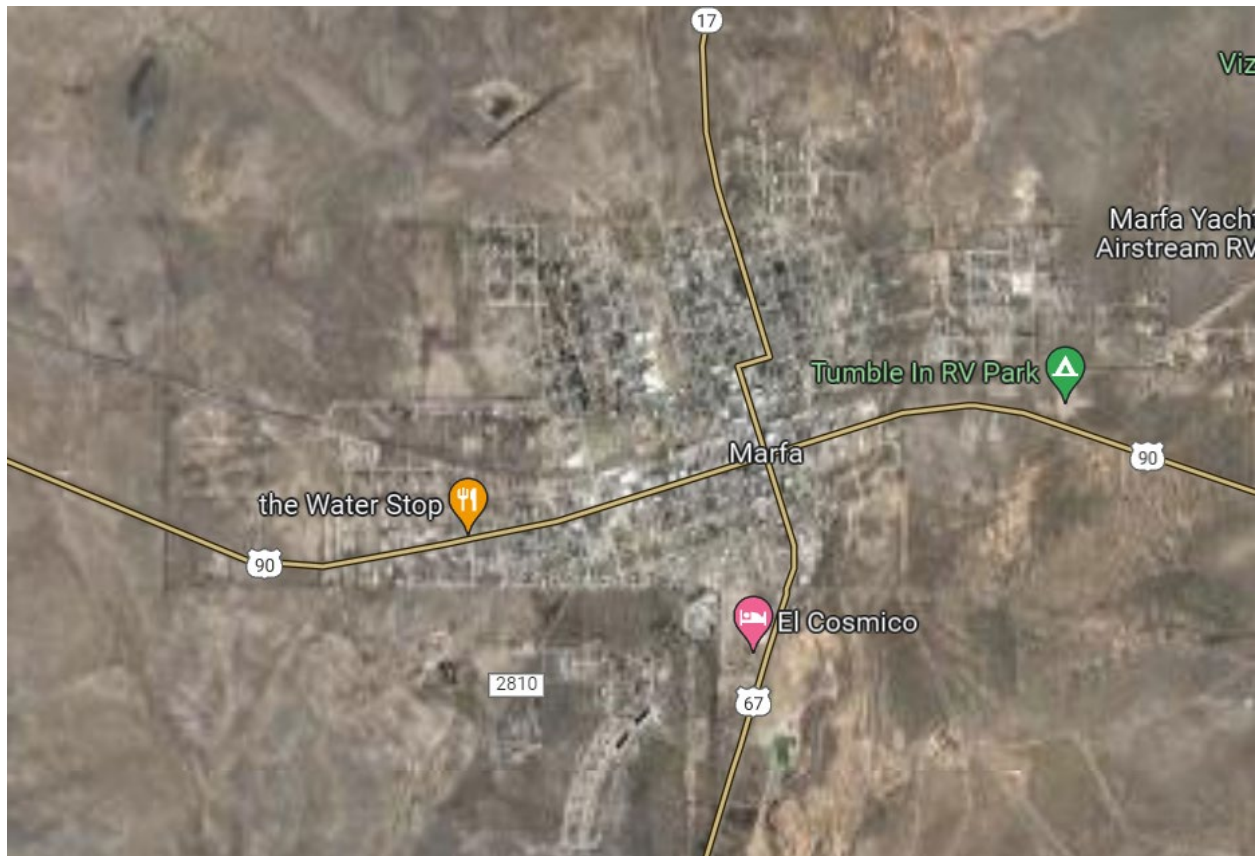




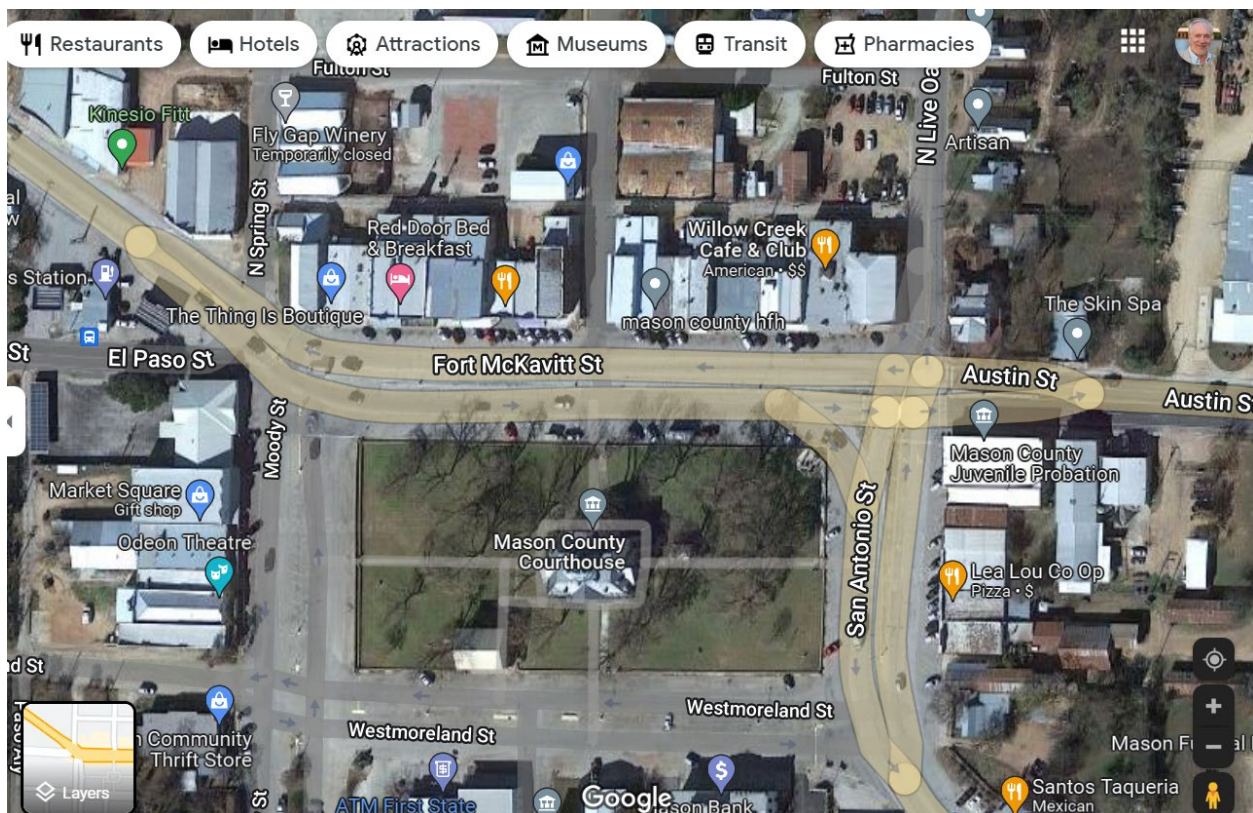
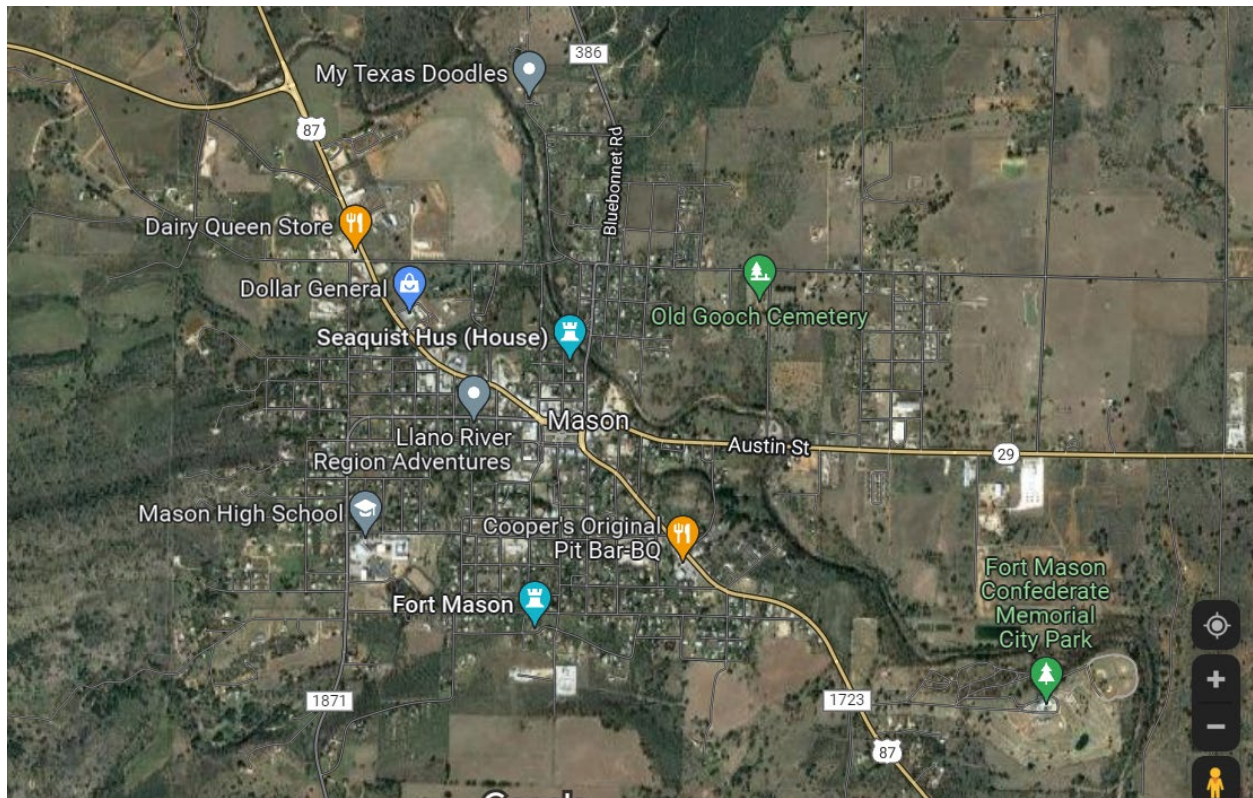
Alpine is a convergence of US 90 and SH 118. Interesting to note they seem to have turned major two-lane streets into one-way roads (see second snap):



Marfa is a convergence of two US highways 17/67 and 90, so this is off model, but note they have taken four lane streets and carved them down to two to create parking:



Mason is another cool town, convergence of US 87 and SH 29. Again, Mason uses one-way streeting to take advantage of 4 lane highways:



That's all I got time for now. Hope that stimulates ideas.

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-D.1

Blackland Prairie Days:

- 1. Receive staff report on results of DT Business survey – the impact of BPD on DT**

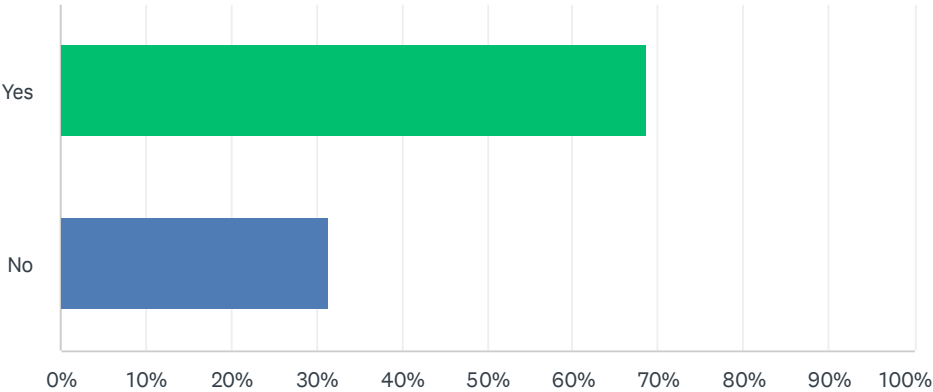
MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: July 13, 2022
RE: Staff Report – Results – Impact of BPD on DT Businesses

Staff sent out surveys to 95 businesses in the downtown district and received 35 responses. That is 37% which is above average.

Q1 Was your business open during the recent Blackland Prairie Days festival on Saturday, May 7th?

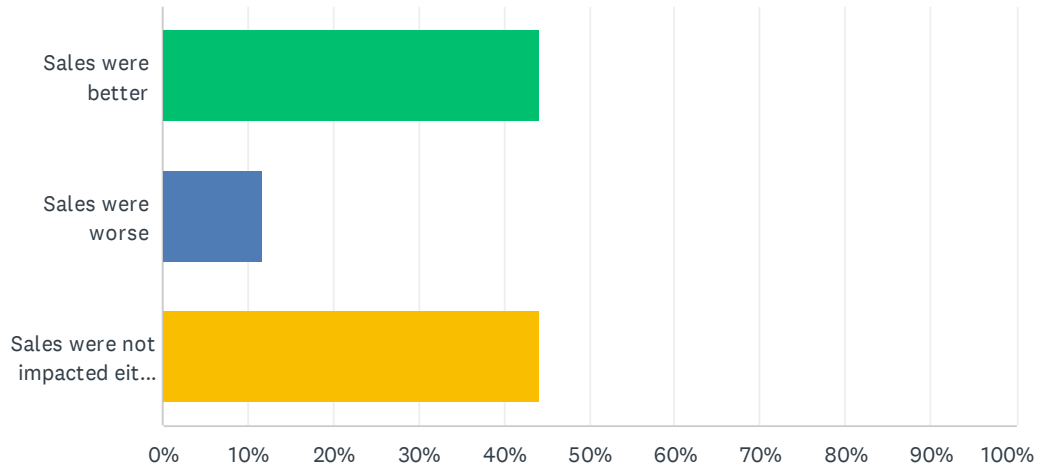
Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	68.57%	24
No	31.43%	11
TOTAL		35

Q2 During the festival, were your average Saturday sales better or worse than on a non-festival Saturday?

Answered: 34 Skipped: 1



ANSWER CHOICES	RESPONSES	
Sales were better	44.12%	15
Sales were worse	11.76%	4
Sales were not impacted either way	44.12%	15
TOTAL		34

Q3 Suggest ways that Taylor Main Street could help increase your business' shopper traffic and thereby increase your sales on a festival day:

Answered: 30 Skipped: 5

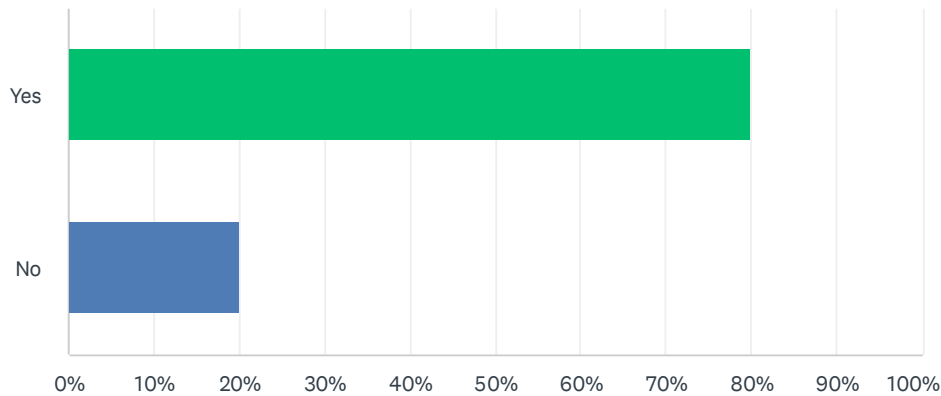
#	RESPONSES	DATE
1	mention downtown businesses in marketing info	7/11/2022 4:02 PM
2	Advertise for the event outside of Taylor	6/30/2022 8:28 AM
3	I think having marketing materials for our digital maps next year would be a great addition to the festival- hand outs... at checkouts, etc.	6/29/2022 12:11 PM
4	Signs on street corners pointing to what businesses are where (especially established stores), a mainstreet booth promoting downtown businesses and giving out bags that have our cards plus whatever else we want to put in it. Festivals are fun - and it's up to us store owners to make those people come back once they've visited the store, but we need to make sure the city is doing all it can to promote the businesses that are here, established, and providing tax money to the city. Taylor was a ghost town 10 years ago, and we had a festival then too. For us, it's the same thing - over and over - with no real changes. Bring in a BIG act - and extend the festival into the evening. It will allow businesses to stay open later if they want, or actually enjoy the festivities (that in all honesty...they helped put on by providing an indoor space for people to go to). Our money is about the same on festival days as it is on non-festival days. The difference is we sling a whole lot more ice cream and treats because we had out flyers to everyone walking around the festival promoting \$1 cones. So while we have more traffic, the sales are only about the same b/c people are not buying big ticket items - just a whole lot of ice cream. Parking is always an issue, and I don't see a way around it. It is frustrating not only being a business owner, but a building owner, and having spent a TON of money on a building, to not have use of our parking. If you are going to shut down our end of the streets - totally fill it up with kids activites or booths or whatever. I also think parking spot signs advertising 1 or 2 hour parking should be installed in front of businesses. So that our customers can still park there if needed throughout the day and shop if our section of street is not blocked off.	6/28/2022 10:43 AM
5	More advertising for the event	6/28/2022 8:36 AM
6	More events for tos	6/27/2022 6:04 PM
7	A friendlier advertisement guide	6/27/2022 5:01 PM
8	It'd be great if the booths came all the way down to our corner!	6/27/2022 11:16 AM
9	Move the food area down to the 2nd and Main intersection.	6/26/2022 7:05 PM
10	Street signage that directs newcomers to areas of interest...skate park, food, coffee shop, entertainment, etc.	6/25/2022 7:25 AM
11	Have the food and street business be closer together.	6/24/2022 12:02 PM
12	No way to do that with my type of business	6/24/2022 10:44 AM
13	More kid stuff	6/24/2022 10:36 AM
14	On the block where are our business is, the kids area was there but nothing else. maybe have some vendors in that area too to attract more people between 4th and 5th street.	6/24/2022 9:02 AM
15	Open Side Walks	6/24/2022 8:58 AM
16	If I recall correctly, there were several in the area on that same day. So I'd suggest coordinating with other communities to minimize overlap.	6/24/2022 8:00 AM
17	Cheaper craft booth rental to attract more vendor.	6/24/2022 7:41 AM
18	None-I think the committee did a nice job.	6/24/2022 12:21 AM

Impact of Blackland Prairie Days Festival on Downtown Businesses

19	I don't work on weekends. If I did festivals would negatively impact me because scheduled clients would have trouble getting there.	6/23/2022 9:07 PM
20	Provide entertainment near 2nd and Main.	6/23/2022 8:48 PM
21	There were a lot of other festivals going on. advertise better, offer incentives for coming. Taylor shopping reusable bag with coupons?	6/23/2022 6:42 PM
22	Marketing could be better, we had loads of local customers coming in the weeks prior who had no idea it was even going on. There were no signs or fliers posted in the stores a month ahead of time. We have all had these bike tour fliers in here for 2 months now but we never had an prairie days marketing signs. Plus there was not much info that seemed to be shared online or on social media. Being newer to town we didn't know what Prairie Days were and had no idea it was such a big event until a few days prior when we got your downtown email. I think you should have spoken to all the shops to let them know about it, especially since there are so many new ones and asked all shops if they wanted to have a booth because we totally would have asked for one and had it in front of the shop...so many people shopped at the booths but not all came to the shops too. So definitely better marketing and work more with the local shops too as we can all help market events on our social media given the right ads and such!	6/23/2022 6:40 PM
23	No comment	6/23/2022 5:36 PM
24	Better street closure planning.	6/23/2022 5:18 PM
25	Caused me to lose business. I am the only business on main street that absolutely needs to park on 4th and main. I do flower delivery all day and lost over \$1,000 for that mothers day holiday due to having to cancel orders.	6/23/2022 5:02 PM
26	Aside- We are a sponsor of the festival but not a retail oriented business. Our expectation is not for us to benefit us in any manner, but rather to support the community.	6/23/2022 4:59 PM
27	not applicable	6/23/2022 4:58 PM
28	No a retail business	6/23/2022 4:55 PM
29	We don't have a retail sector, but keep up the good work and bringing people to downtown.	6/23/2022 4:55 PM
30	More marketing. Most people in Taylor including biz owners didn't eb	6/23/2022 4:55 PM

Q4 The Main Street Car Show will be on Saturday, October 29th. Do you plan to be open on that day?

Answered: 30 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	80.00%	24
No	20.00%	6
TOTAL		30

Q5 What suggestions do you have that could help Main Street Taylor improve the 2022 Car Show Saturday for downtown businesses?

Answered: 30 Skipped: 5

#	RESPONSES	DATE
1	promote far and wide! love the video from 2021	7/11/2022 4:09 PM
2	Advertise for the event outside of Taylor and put up posters	6/30/2022 8:29 AM
3	same as above in regards to digital maps- promote and push people to visit shops. Swag bags with promotions and advertising from businesses	6/29/2022 12:12 PM
4	The Car Show IMO is more successful than BLPD. Cars are parked down on our end of the street, and the foot traffic flow is always good. We do the same as we do with BLPD and hand out \$1 cone flyers. We have done more \$ Car Show weekend than on BLPD the past 4-5 years. Suggestions - set up a MSB Booth - hand out bags, and put hand outs + flyers in the bags promoting downtown stores. Have signs at the booth with logos of businesses, QR code board with a walking map link. Handouts to the Car Show entries is great, but most of the people don't leave their cars for very long. The ones we want to really focus on are the customers attending the car show. A MSB will help with that.	6/28/2022 10:48 AM
5	Not a fan of the car show, too many folks that are lookers and not buyers of local wares or interested in the local shops.	6/28/2022 8:41 AM
6	More online promotional material. Maybe more traditional print	6/27/2022 6:05 PM
7	Advertisement guide	6/27/2022 5:02 PM
8	it's perfect! Our favorite event of the year	6/27/2022 11:17 AM
9	None.	6/26/2022 7:06 PM
10	Same	6/25/2022 7:26 AM
11	Allow business to advertise on the sidewalk.	6/24/2022 12:03 PM
12	none	6/24/2022 10:44 AM
13	This one is going well	6/24/2022 10:36 AM
14	I have not attended the car show before but understand that there are a lot more people at that event.	6/24/2022 9:04 AM
15	None	6/24/2022 8:58 AM
16	Communicating what businesses are located in the downtown. If someone comes in for the car show and is not familiar with the area - they may not realize the geographical footprint of our downtown shopping area. One community we visited recently had professional maps on each street corner displaying a map of the downtown shopping area and a key showing stores. This was very helpful.	6/24/2022 8:04 AM
17	The city took too much money from the car show.	6/24/2022 7:42 AM
18	Parking for the business owners will be a large issue. Please plan to address this issue.	6/24/2022 12:22 AM
19	None	6/23/2022 9:07 PM
20	Encourage folks to venture outside the square	6/23/2022 8:50 PM
21	Better media coverage. Highlight ALL businesses not just a few	6/23/2022 6:43 PM
22	Same...better marketing campaign. If you can create several online fliers that local places can share on their social media accounts that would be great, and put signage up and fliers out	6/23/2022 6:41 PM

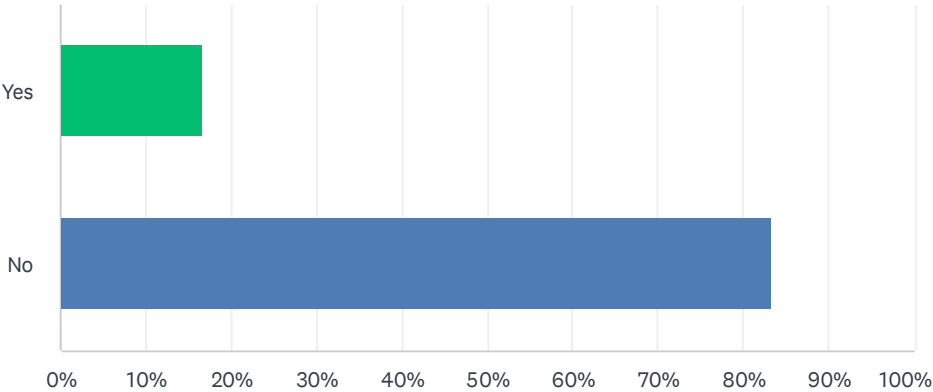
Impact of Blackland Prairie Days Festival on Downtown Businesses

about a month ahead of time. Also ask local shops if they want to have booths...if there are vendors at this one.

23	No comment	6/23/2022 5:36 PM
24	More accessible parking.	6/23/2022 5:18 PM
25	I still need my parking space on 4th and main in order to do floral deliveries	6/23/2022 5:03 PM
26	none	6/23/2022 5:00 PM
27	none	6/23/2022 4:58 PM
28	consider the targeting marketing for "out of towners"	6/23/2022 4:57 PM
29	The car show has been a well attended event both by participants and general public; keep doing what you have been doing.	6/23/2022 4:57 PM
30	Better regional marketing. Contact TV & Radio sooner	6/23/2022 4:56 PM

Q6 If your business will be closed on Oct. 29 during the Main Street Car Show, would you be a volunteer at the event?

Answered: 30 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	16.67%	5
No	83.33%	25
TOTAL		30

Q7 Do you have any suggestions regarding possible special events or activities in downtown Taylor?

Answered: 28 Skipped: 7

#	RESPONSES	DATE
1	promote 2nd Saturday, 3rd Thursday more	7/11/2022 4:11 PM
2	Advertise outside of Taylor	6/30/2022 8:30 AM
3	n/a	6/29/2022 12:12 PM
4	Wine Swirl - if we are going to do it, we need to start planning now.	6/28/2022 10:50 AM
5	A Restaurant week with special pre-fix menu items, make it like a "pub crawl", include a wine/beer race with local restaurant workers on Main and 2nd. Let's celebrate the service folks that get overlooked (especially during the midst of COVID)	6/28/2022 8:46 AM
6	Try to do more downtown events that close 2nd st	6/27/2022 6:05 PM
7	More music events	6/27/2022 5:02 PM
8	Keep it up! Pride was awesome.	6/27/2022 11:17 AM
9	N/A at this time	6/26/2022 7:06 PM
10	A Maker Fair. Many of the vendors at our local events sell wholesaled, mass produced goods, and with our vibrant creative community, I'd love to see a large-scale festival that celebrates handmade craft and art. I'm happy to help recruit professional and hobby makers from all over central Texas! I also think an international festival would be awesome. We have such a diverse cultural makeup, there could be some really cool educational, entertainment and culinary programming. This is something Good Strangers would be delighted to co-organize.	6/25/2022 7:34 AM
11	none	6/24/2022 10:44 AM
12	Not at this time	6/24/2022 10:37 AM
13	no	6/24/2022 9:05 AM
14	Noen	6/24/2022 8:59 AM
15	I'd like us to look at 3rd Thursday and see if there's anything we could do to get it up and running.	6/24/2022 8:06 AM
16	Flea market day in heritage square.	6/24/2022 7:43 AM
17	More collaboration with businesses encouraging them to be open, stay open, review the retail survey and change business practices to increase traffic to their businesses!	6/24/2022 12:24 AM
18	No	6/23/2022 9:07 PM
19	Shows/events at the skate park?	6/23/2022 8:50 PM
20	How about a 'community room'. Run by the city with restrooms for customers, Taylor items, DUCK items could be sold there as well.	6/23/2022 6:44 PM
21	You could do something like a BBQ cook off in the park and combine it with a spring festival or something. And I think just keeping on with the music and the farmers market and stuff is good. More marketing for Second Saturdays and Third Thursdays would be great...maybe offer some kind of promotion like check off all these stores on this day and be entered to win a prize or something...get shoppers involved and invested to visit different shops.	6/23/2022 6:43 PM
22	More of them!!	6/23/2022 5:36 PM
23	No	6/23/2022 5:18 PM

Impact of Blackland Prairie Days Festival on Downtown Businesses

24	For '22 our estimated property values on our building are going up 85%! I'm not sure there will be funds available for sponsorships going forward since we will be incurring such a large expense to the City of Taylor via our property taxes.	6/23/2022 5:09 PM
25	Not applicable	6/23/2022 5:03 PM
26	We operate a warehouse that is nestled in the downtown sector and sometimes our delivery trucks have difficulty navigating road closures because they don't have enough notice to take alternate routes. Additional signage would be nice to avoid a large truck stuck down a small street.	6/23/2022 5:00 PM
27	please ensure all trash, hand sanitizing, and port a potties are picked up from streets before Monday to ensure parking spaces are available for business day. do not block driveways and entrances	6/23/2022 4:59 PM
28	not at this time	6/23/2022 4:58 PM

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-D.2

Blackland Prairie Days:

- 2. Receive information regarding the old Taylor Independence Festival**

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: July 13, 2022
RE: Staff Report – Taylor Independence Day Festival

The TIP was incorporated into the Legion's Fireworks and July 4th Parade.

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-E.1

Breakfast Bites:

- 1. Review the outcome of the July Breakfast Bites – signage, sign permitting, and the pending revision of the sign ordinance.**

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: July 14, 2022
RE: Staff Report – Post Event Review of July Breakfast Bites

The July Breakfast Bites was well attended with nearly 40 people present. Initially, it was supposed to be an opportunity for downtown business and property owners to vent their feelings about the sign ordinance. A change in plans resulted in Matt Lewis with SimpleCity making a presentation of what the new sign ordinance could be like and encouraging all to take part in the Code Rodeo so to have a voice.

The biggest issue seems to be the fees associated with obtaining sign permits. But some level of dissatisfaction with the sign ordinance was also voiced. There was no real consensus among the various types of signs that are or are not allowed.

In discussion with Tom Yantis and Doug, it is recommended that we tackle the issue of signs again in August with the goal of obtaining some concrete input from the business community that Matt and the SimpleCity team can use to aid in drafting a new sign ordinance.

Ruth Rivera's Review of the July Breakfast Bites:

I just wanted to email my takeaway of this morning's breakfast bites. I did have to leave at 9:40 am and was not sure how much longer the meeting lasted.

When the Simple City speaker (Matt?) opened up with a broad discussion of the comp plan and when asked to get to the point of signage, they were under the impression the codes were already written in stone. It definitely gave a picture for both merchants and SimpleCity were not clear on the actual meeting of presentation. SimpleCity was definitely taken by surprise by the details and lack of back story of our merchants. This would be great that we narrow down and have bullet points of what we're wanting to achieve in the future.

Merchants continued to complain of being or warned of citations regarding signage ordinances and wanting their signage of their desire and how other businesses (City National Bank) were able to have such a huge neon sign. Doug - the idea of hearing them have a solution as the Simple City gentleman asked what do you want to see? One response was to grandfather all of it in. Everything that is out there now and grandfather it in so that the new codes do not affect it. Discussing this with Curie in length of this meeting, I can candidly say that I don't think that is the route to take, especially knowing they are currently out of compliance in the current ordinances it does not support the vision of keeping downtown historic.

The merchants appear unaware or uninterested when Main Street Board meetings occur because they do not know when a change has been voted on, (e.g., no more rental assistants or signage reimbursement increase) By them subscribing to just the MSB minutes and skimming through the agenda, they would know some of these things via the city website. There is a total disconnect in that aspect.

There is a bigger disconnect when it comes to the reasoning of signage. It appears the merchants are not only missing the safety reason of signage, but of the vision in a comp plan that happened before any of us were on the board and trying to uphold that vision of keeping downtown historic. Having merchants understand that with the honor (sort to speak) of owning a business downtown, they signed up for starting a business downtown with the emphasis of being historic. Thankfully, a property owner and a merchant did speak up regarding the cohesiveness of the open flags and signage (from another downtown)

made it easy to navigate when walking downtown. Those two insights were a breath of fresh air.

Although we did discuss for Jan to assist and invite the merchants in past MSB meetings to help during breakfast bites, I believe the merchants meeting amongst themselves and bringing their concerns, comments, etc. to breakfast bites would be more productive. I think Ashley would probably appreciate that since she is so busy that someone else among the merchants becomes their liaison. One merchant (Jan help me out - sitting south end of the 4th row with a brown shirt) had a brilliant idea for the merchants to meet, in which would be facilitated by merchants and discuss what they wanted and then would give MSB a clear vision of what we can give. He also took the initiative to hold the meetings. I believe then we would have more productive meetings. However, until a decision has been made final on signage some of them will not be able to move on or be interested in other topics to assist in their business.

I actually look forward to our next meeting because this is definitely something we need to speak on and how we effectively communicate the mission and vision of MSB that the city council is aware of and opened too.

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-E.2

Breakfast Bites:

- 2. Discuss future Breakfast Bites topics**

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: June 9, 2022
RE: Staff Report – Breakfast Bites

BACKGROUND: Breakfast Bites are an effective tool to communicate with the downtown Business and Property Owner community.

They are held on the 1st Wednesday of each month at 8.30 am. Main Street provides a light breakfast of tacos, fruit/yoghurt, pastries, coffee & juice.

This is a budgeted item in the 123 Fund.

The remaining dates for 2022 are:

July 6, 2022	Signage
August 3, 2022	Signage
September 7, 2022	
October 5, 2022	
November 2, 2022	
December 7, 2022	

MAIN STREET MANAGER’S RECOMMENDATION: Staff requests that board members assist in developing topics and content material for future Breakfast Bites and that they make every effort to attend these meetings.

Main Street Advisory Board

July 20, 2022

Agenda Item Cover Sheet

Continuing Business

V-F

MEMBERSHIPWARE

Receive staff update on the MembershipWare Digital Map Project

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
DATE: July 13, 2022
RE: Staff Report – MembershipWare

Staff sent out a survey on July 6th seeking business input for the database. So far, I've received only 16 responses. I plan to take a day and work from home where I won't be distracted and try to bash this database out.

The MembershipWare site for Taylor's database is located at
<https://app.membershipware.com/taylortexas/explore>

I have attached the survey to this report.



Downtown business information needed for MembershipWare Directory and Online Digi Map

* 1. What is the name of your business?



* 2. What is your business website address?



* 3. If your business is on Facebook, what is that address?



* 4. If your business is on Instagram, what is that address? 

* 5. If your business is on Twitter, what is that address? 

* 6. If your business is on LinkedIn, what is that address? 

* 7. If you are on any other social media platform with your business, please list it with the address. 

* 8. Please list the employees with their email addresses you would like listed in your business profile. If you want a generic email address, please list that as well. 

* 9. Please send a copy of your logo in .jpg or .png format to the Main Street Office by uploading it here for use in the Directory. 

You can also email them to jan.harris@taylortx.gov.

Choose File

No file chosen

* 10. If you have any photos you would like added to your business profile, please upload them here:



You may also email them to jan.harris@taylortx.gov

Choose File

No file chosen

* 11. Is there a tag line or information blurb you would like included in your business listing? Please provide them here: 

* 12. Do you want to be listed as the Administrator for your business listing? Who would you like to name as Administrator for your business? 

Main Street Advisory Board

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Agenda Item Cover Sheet

Continuing Business

V-G

Discuss items for upcoming agendas