

MAIN STREET ADVISORY BOARD AGENDA May 12, 2020 @ 5:30 pm

Main Street Advisory Board

City of Caldwell
City Hall
107 S. Hill St. Caldwell, Texas 77836
Tuesday, May 12, 2020 @ 5:30 pm

Notice is hereby given that the Main Street Advisory Board of the City of Caldwell, Burleson County, Texas will convene in a Regular Meeting at City Hall at 5:30 pm, Tuesday, May 12, 2020.

Due to COVID-19 recommendations from the CDC and Governor Abbott's Executive Orders of these past few weeks, the City of Caldwell is observing the guidelines to limit the number of persons physically present at the meeting to 25% capacity of the Council Chambers.

AGENDA:

A. CALL TO ORDER

B. INVOCATION AND PLEDGE

C. INTRODUCTION OF GUESTS

D. PUBLIC COMMENT (Must Sign-in to speak, 5-minute limit)

1. The purpose of this item is to allow citizens an opportunity to address the Main Street Board on issues that are not on the agenda. No discussion can be carried out on the guests' comment.

E. CONSENT AGENDA

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

1. Approval of the minutes from the Main Street Advisory Board meeting for April 14, 2020.

F. REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER ACTION

1. Chairperson (Lina Burns) has resigned from her position as chair. Janice Easter is the Vice Chair; the board needs to vote in a new chair or move Janice up to chair and select a new vice chair.
2. Certificates for the Texas Open Meeting Act and Public Information Act Online Trainings.
3. Community Engagement and Outreach Plan, with the community input survey for Downtown Caldwell being developed a community engagement and outreach plan will be useful in getting participation from the entire community.
4. Drafted Downtown Caldwell Community Input Survey discuss and revise.
5. Tracy Piper from Jaek's Insurance has submitted a Facade Improvement Grant Application for her building. Need to discuss the application and the process since we do not have an active design committee.
6. Bounce Back Idea's, since we are still unsure of when events and gatherings can return, it might be best to plan something for July, to give enough time to plan and buffer on what direction the State goes.
7. Local Business Impact Survey COVID-19, this survey went out county-wide to all businesses, to understand the impacts that COVID-19 had on our local businesses. This survey was open from April 29 – May 11.

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- G. Board questions, comments or concerns.
- H. FUTURE AGENDA ITEMS (This is where the board can request additional items for future agendas)**
- I. ADJOURN

The Board or Commission may vote and/or act upon each of the items listed on this Agenda. The Board or Commission reserves the right to retire into executive session concerning any of the items listed on the Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. I certify that the notice of the meeting was posted on the bulletin board in the City Hall of the City of Caldwell , a place convenient and readily accessible to the general public at all times, before 5:30 pm on Friday, May 8, 2020 and remained posted for at least 72 continuous hours before the scheduled time of said meeting. This Meeting Agenda is posted online at www.caldwelltx.gov/agendas-minutes/



Forrest Williams, Community Development Director

MAIN STREET ADVISORY BOARD MINUTES

Main Street Advisory Board

City of Caldwell

Tuesday, April 14, 2020 @ 5:30 pm

Notice is hereby given that the Main Street Advisory Board of the City of Caldwell, Bursleson County, Texas will coven in a Regular Meeting via telephonic means at 5:30 pm, Tuesday, April 14, 2020.

REMOTE PARTICIPATION NOTIFICATION

Due to COVID-19 recommendations from the CDC and Governor Abbott's Executive Orders of these past few weeks, the City of Caldwell is observing the guidelines to limit the number of persons physically present at the meeting. The meeting will be audible to members of the public and will allow for two-way communications for those desiring to participate at the discretion of the Chair or their delegate.

To attend the meeting via telephonic means, call 877-226-9790 and use the Access Code: 7074722#. To view the agenda please visit www.caldwelltx.gov/agendas-minutes/ to download a copy.

AGENDA:

A. CALL TO ORDER AND DECLARE QUORUM @ 5:35 pm

1. Board Members in Attendance: Lina Reyes-Burns, Janice Easter, Debbie Sutherland, Nancy Bryan-Stewart, Kim Proctor-Evers
2. Board Members Absent: Catherine Bell-Groce, Charlsa Wine-Goodman
3. Non-Ex Officio Board Members Present: Camden White, Susan Mott

B. Citizens to be Heard on Agenda Items Only.

1. None

C. CONSENT AGENDA

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

1. Approval of the minutes from the Main Street Advisory Board meeting for March 10, 2020.
 - i. Minutes were approved unanimously, as written.

D. ITEMS OF DISCUSSION:

1. The Main Street Program Reboot with Debra Drescher, State Coordinator, Texas Main Street Program/Texas Historical Commission.
 - i. Debra got aquatinted with the current board members seeing that she has only a met a couple of them in person.
 - ii. Debra mentioned that she would like for the board to participate in a pre-planning retreat to help guide organizational management and transformational strategies for the future of Downtown Caldwell.
 - iii. Explained a brief overview of Main Street boards role and responsibility.
 - iv. Debra asked the board what questions they might have.
 1. Lina explained that she felt there is a lot of catching up to do, and concerned about the activities.
 - a. Debra explained that it is normal for programs to transition and this is not an unusual part of the process.

MAIN STREET ADVISORY BOARD MINUTES

- b. Debra said, the state understands and is not going to penalize the program for not having as much activity, during this time of COVID-19 it has been a setback for everybody.
 2. Janice said this is a great time to look at new programs to activate and promote new businesses and new residents to come visit downtown.
 - a. Debra said, looking at things from a strategic approach and changing the mentality to focus on the bigger picture.
 - b. Inventory and Marketing Opportunities are something to look at.
 3. Debbie asked about the non-profit 501c3 board and what separation is supposed to exist?
 - a. Debra explained that staff should check with the city attorney on details about the separation of the advisory board and the 501c3 nonprofit.
 4. Nancy suggested a bounce back program idea should be discussed and planned to let people know “We are open.”
 5. Debra asked how many businesses are open,
 - a. Forrest responded with about 75% of the businesses are still operating normally or with different means of services.
 6. Debbie said that we have new residents coming in with the two new subdivisions and we are going to need to look at how to gather information from a community input survey. Isn't this a good time to do a survey?
 - a. Debra said the survey should be aligned with the city councils overarching goal/vision of downtown.
 - b. Kim said that if the survey goes out now during COVID-19 it might cause more skewed answers if we do anything now where people have instability and unknowns.
 - c. We should go ahead and prepare the survey and make sure that it is well thought out and put together.
 - d. Send out with Utility Bills to send out survey's (need to check on the costs),
 - e. Community Meetings at civic center for community feedback or Town Hall.
 - f. The community can understand their role and how they can participate in the impacts of downtown revitalization.
 2. Texas Open Meeting Act and Public Information Act Online Trainings.
 - i. Introduced the two types of trainings and that the board should complete their training, and provide their certification email to Forrest by the May 12th meeting.
 3. The proposed Accountability Agreement.
 - i. Debra said this is not required by the state but it is a best practice for any organization or program to have. It allows board and staff to understand the obligations required and the accountability of everyone.
 - ii. Janice said that the required number of hours to participate each month, didn't seem realistic. Promotions committee does not have enough to promote activities.
 - iii. Kim says that the proposed 8 hours might be an issue for time commitment.
 - iv. Debbie, this agreement made it seem like a top-down approach and felt that council does not support the program.
 - v. Taylor said the balance between Main Street and Council has been lacking.
 - vi. Debra wanted to discuss the disconnect why does the board feel this way?

MAIN STREET ADVISORY BOARD MINUTES

1. What can the board do or how can this issue be rectified? Suggestion for a monthly or quarterly update on the program.
 2. Nancy said that the director's report is given each month at the council meetings. Council does not seem to support the program.
 - vii. Debra suggested that there might be a lack of understanding about what the main street program does. Debra suggested she can do a mini conference for the council meeting or workshop to help explain the value of the program. The board seemed to be in agreement that this needed to be scheduled.
 - viii. Janice said that Camden has done a great job and he had to prioritize all pieces of the city during the beginning months of his position. Now, he hired on Forrest, now is the time for things to get back on track and we have a chance to reshape the future of our town.
 - ix. Debra mentioned that the Main Street program needs to participate in outreach and prepare the vision of what will be the future of Downtown Caldwell. Moving towards a community survey and transformational strategies to shift these changes is the best route to take.
 - x. Table the Accountability Agreement discussion for a later date.
- E. Board questions, comments or concerns.
1. 501c3 Main Street Account "Friends of Caldwell Main Street" Lina said she is only a signor on the Scare on the Square Account and she wanted the board to discuss the signors and who is going to be over finances. Camden and Forrest said that this topic should be discussed after the Advisory Board meeting is adjourned, due to the topic being a part of the 501c3 "Friends of Caldwell Main Street Corp."
- F. **ADJOURN THE MEETING @ 7:12 pm**
1. Debbie made a motion to adjourn and Janice seconded.

This notice and Meeting Agenda and Minutes are posted online at www.caldwelltx.gov/agendas-minutes/

Lina Reyes-Burns, Main Street Advisory Board Chair

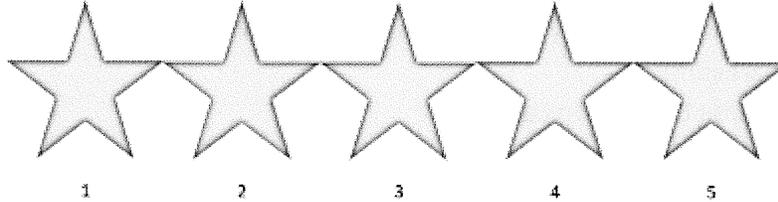
Forrest Williams, Community Development Director

Downtown Caldwell Community Input Survey

This survey has been prepared by the Main Street Advisory Board and City of Caldwell Staff to understand how to guide and better plan Downtown Caldwell to meet the needs of the residents and visitors of Caldwell. We look forward to your feedback and hope to see you in Downtown Caldwell Soon!

CURRENT CONDITION OF DOWNTOWN CALDWELL

1. What is your overall experience of Downtown Caldwell, NOW?



2. How often do you visit Downtown Caldwell?

- Daily
- 2-3 times per week
- Once a week
- Once every two weeks
- Once a month
- Seasonal or events
- A few times a year
- Never

3. What time of day do you visit Downtown Caldwell?

- I work in Downtown and here during normal business hours
- Before 11am
- 11am – 1pm
- 1pm – 4pm
- 4pm – 6pm
- 6pm – 8pm
- After 8pm
- Never
- Other: _____

4. Why do you visit Downtown Caldwell? (Check all that apply)

- My job
- Dining

Downtown Caldwell Community Input Survey

- Nightlife
- Boutique Shopping
- Furniture/Interior Shopping
- Antiques, Vintage Shopping
- Medical, Dental, Pharmacy needs
- Beauty, Hair, Cosmetics
- Health and Wellness
- Professional Services (Bank Lawyers, Realtors, Insurance, Title Company)
- Meetings
- Government/Civic (City & County Business, Postal Service)
- Special Events
- I don't visit Downtown Caldwell
- Other: _____

5. What are Downtown Caldwell's greatest assets? (Check all that apply)

- Historic Buildings
- The Courthouse Lawn
- The Shops
- The Restaurants
- Professional Services
- Government Services
- Small Town Charm
- Events
- Public Spaces
- The History
- Nothing really
- Other: _____

6. What activities do you have to go to another city for that you would like to do in Downtown Caldwell? Please be as specific as possible. For example, "I'd like to be able to go to a movie because I go to Bryan, College Station to see a movie at least twice a month."

- _____

7. How strongly do you agree or disagree with the following statements? (Place an X next to each statement)

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

Downtown Caldwell Community Input Survey

I like the look and feel of Downtown Caldwell.					
It is easy to walk around in Downtown Caldwell.					
I try to buy products and services locally.					
I can find services and products I am looking for in Downtown Caldwell.					
Downtown merchants are open when I want to shop.					
There is plenty of parking in Downtown Caldwell.					
I go to Downtown Caldwell for events.					
I feel safe in Downtown Caldwell at night.					
I feel safe in Downtown Caldwell during the day.					
It is comfortable during the summer to be in Downtown Caldwell.					
It is comfortable during the winter to be in Downtown Caldwell.					
I shop regularly in Downtown Caldwell.					
I do business in Downtown Caldwell.					

8. List three words you would use to describe Downtown Caldwell TODAY?

- _____
- _____
- _____

Downtown Caldwell Community Input Survey

FUTURE OF DOWNTOWN CALDWELL

9. In general, what do you think would make Downtown Caldwell more desirable place to live, work, or visit? (Check your top three.)

- More sit-down restaurants
- More "hang-out places" - coffee shops, ice cream parlors, soda fountains
- More clothing and gift boutiques
- More antiques, up-cycled goods, vintage, and thrift shops
- More night life and entertainment - (movie theater, music venues, wine/beer garden)
- More housing/ mixed-use buildings
- More family-friendly places and activities
- A downtown grocery store/market
- Safer sidewalks/crosswalks
- More shade and street lighting
- More public spaces
- More events and community programs
- New Development and fill up vacant spaces
- More Arts and Beautification
- Other: _____

10. When thinking about vacant spaces, what specific uses do you feel could transform Downtown?

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Music Venue					
Brew Pub / Microbrewery					
Wine Bar / Winery					
Distillery/Tasting Room					
Downtown lofts / Condos					
Boutique Hotel					
Major Employer Offices/Headquarters					
Park / Recreational Space					
Museum / Art Gallery					

11. What types of events would you like to see in Downtown Caldwell? (Check your top three.)

- Food events (farmers market, farm to table, food fairs, etc.)
- Kid friendly/family friendly events (festivals, carnivals, parades)
- Seasonal/holiday events (Halloween, Christmas, etc.)
- Shop small/shop local events
- Targeted promotions and events to attract out of town visitors to Downtown
- Outdoor concerts

Downtown Caldwell Community Input Survey

- Wine walks/brew tours
- Art events
- Fitness related events
- Other: _____

12. What level of value, importance, or priority would you place on Downtown revitalization efforts to do the following? (Please prioritize your top five).

Statement	#1 Priority	#2 Priority	#3 Priority	#4 Priority	#5 Priority
Preserve and rehabilitate Downtown's historic buildings					
Make it easier to walk around Downtown by improving sidewalks and crosswalks					
Create new public gathering spaces					
Create additional community events and programs in the Downtown area					
Create a Downtown brand					
Installation of public art works throughout Downtown					
Installation of Downtown wayfinding signage including parking management signs and business directories.					
Recruit new businesses and provide resources to help existing businesses expand.					
Have businesses with more e-commerce (online) or curbside/delivery options.					

13. List three words you would use to describe Downtown Caldwell in the FUTURE?

- _____
- _____
- _____

Downtown Caldwell Community Input Survey

INFORMATION ABOUT YOU

14. Are you a resident of the City of Caldwell?

- Yes
- No
- Other (if you want to share your city): _____

15. How many people are in your household?

- 1
- 2
- 3
- 4
- 5
- 5 or more

16. What is your race or ethnicity?

- African American
- Asian Pacific Islander
- Hispanic or Latino
- Native American
- Other
- Two or more races
- White/Caucasian

17. What is your age?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- Over 65

18. What is your gender?

- Male
- Female
- Prefer not to say

19. What is your household income?

Downtown Caldwell Community Input Survey

- Less than \$25,000
- \$25,000 - \$49,999
- \$50,000 - \$74,000
- \$75,000 - \$99,000
- \$100,000 +

20. Where do you work?

- Caldwell
- Somerville
- Snook
- Burleson County
- Brazos County
- Bryan, College Station (BCS)
- Texas A&M (TAMU)
- RELLIS (TAMU)
- Brenham
- Stay-at-home/work from home
- Other: _____

21. What social media accounts do you use regularly?

- Facebook
- Instagram
- YouTube
- Twitter
- LinkedIn
- Snapchat
- Other: _____

22. How do you find out about what is happening in Downtown Caldwell and the Community?

(Check all that apply).

- Facebook (Community Pages, Merchant Pages, Main Street Pages)
- Facebook (City of Caldwell, Chamber of Commerce)
- Instagram (City of Caldwell, Visit Caldwell)
- Nextdoor App
- Word of Mouth
- Burleson County Tribune
- Signage around the city
- City of Caldwell Website/Community Notifications
- Civic Meetings
- Church
- Schools

Downtown Caldwell Community Input Survey

- Chamber of Commerce
- Second Saturday's
- Other: _____



Caldwell Main Street
Façade Improvement Grant Program

Caldwell Main Street
107 S Hill Street
Caldwell, Texas 77836
979-567-3901
mainstreet@caldwelltx.gov
www.caldwelltx.gov

APPLICATION AGREEMENT FORM

I have met with the Caldwell Main Street Manager and I have received and fully understand the guidelines and procedures established by the Main Street Design Committee, and intend to use this grant for the aforementioned exterior renovation project to advance the efforts of revitalization, and historic preservation of the Caldwell Main Street District.

I have read the Incentive Grant instructions and I understand that if I am granted an Incentive Grant by the Caldwell Main Street Program, any deviation from this agreement may result in partial or total withdrawal of the Incentive Grant.

I have not received, nor will I receive any insurance payouts for this revitalization project.

I agree to supply receipts showing expenditures twice the amount I am requesting, to fulfill the 50/50 match for the grant.

Applicant: TRACY Pieper Date: 4-25-20

Building Owner: _____ Date: _____
(if different from Applicant)

Main Street Manager: _____ Date: _____

Main Street Design Committee Chair: _____ Date: _____

City Manager Review: _____ Date: _____

JAECKS INSURANCE



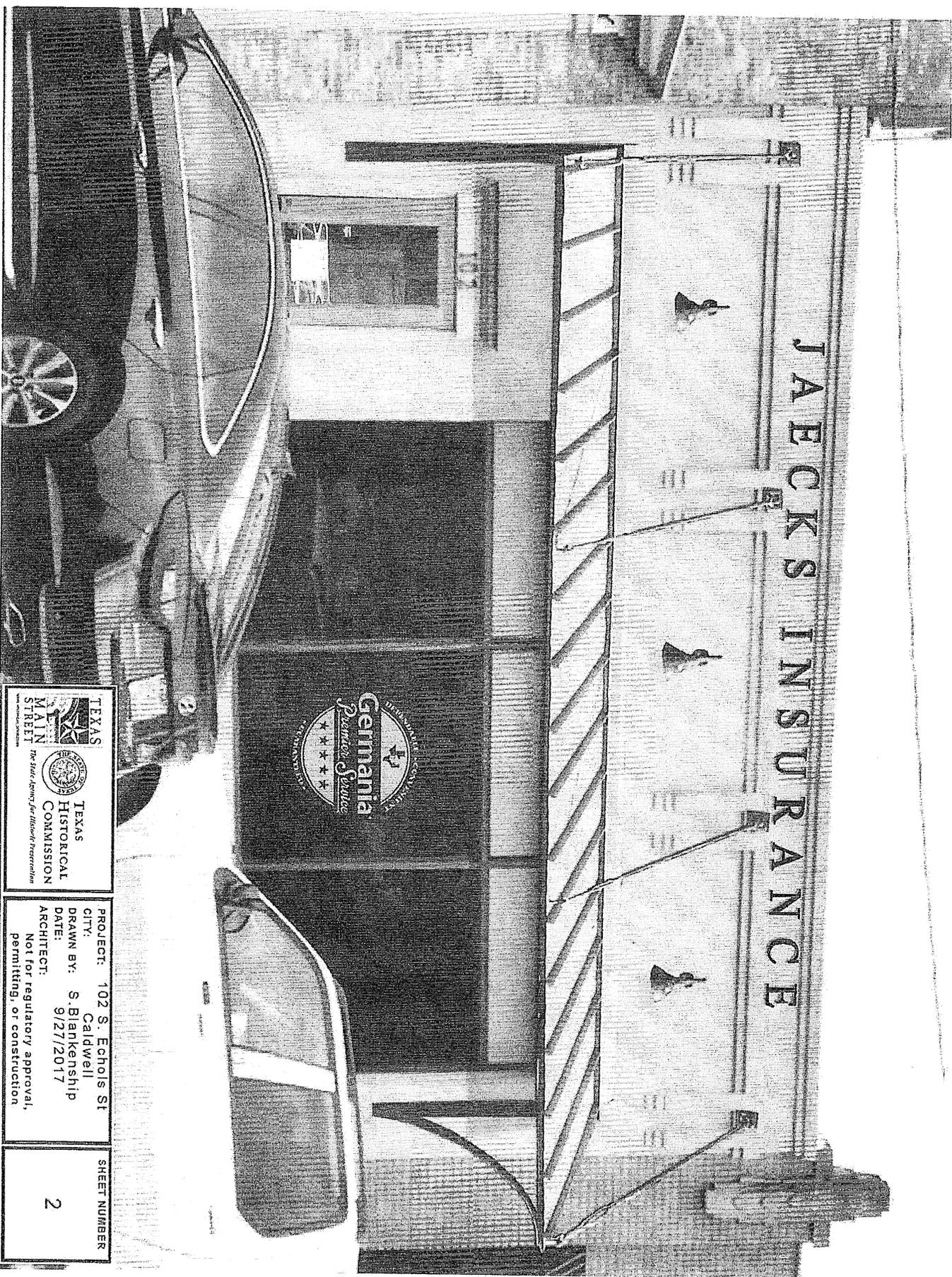
TEXAS
MAIN STREET
THE STATE'S LEADER IN HISTORIC PRESERVATION



TEXAS
HISTORICAL
COMMISSION

PROJECT: 102 S. Echols St
CITY: Caldwell
DRAWN BY: S. Blankenship
DATE: 9/27/2017
ARCHITECT:
Not for regulatory approval,
permitting, or construction

SHEET NUMBER
2





**Caldwell Main Street
Façade Improvement Grant Program**

Caldwell Main Street
107 S Hill Street
Caldwell, Texas 77836
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Application Instructions

(Please keep first four (4) pages for your records)

The City of Caldwell and the Caldwell Main Street Program seek to improve the image of downtown Caldwell and its Main Street District by stimulating Historic Preservation through the assistance of funds, and to help encourage restoration of historic storefront facades located within the designated Main Street District.

Reimbursement Grant Details:

The Caldwell Main Street Façade Improvement Grant Program is set up to reimburse property owners, and in some cases tenants, after work is completed. Grant funds are matched 50/50 against private reinvestment. Maximum payouts are as follows: **Matching grants up to \$1000 for paint-only type projects, and matching grants up to \$3000 for larger façade rehabilitations or full restoration projects. (Note: This program is designed to help a range of different needs, and applicants are eligible for only one reimbursement per 12 month period.)** Funds will be focused on exterior façade work on storefronts and commercial buildings that immediately overlook public streets in the Caldwell Main Street District and are distributed on a per building/business basis, but will consider all work on a case by case basis. No grants will be awarded for work already started, and for work to be covered by insurance. Use of local contractors is encouraged and a minimum of two (2) written proposals are required for substantiation of the costs of the improvements. Self-contracted work can be reimbursed for eligible expenses, excluding labor. If awarded a reimbursement grant, any deviation from the approved proposal may result in the total withdrawal of funds if changes are not approved by the Caldwell Main Street Advisory Board. Grants are available on a first come, first serve basis until funds are depleted.

Types of projects that qualify for reimbursement grants: **(Can qualify for one OR the other- not both)**

Large Comprehensive Projects:

Façade Rehabilitation, Renovation or Restoration- *May qualify for 50% match, up to \$3000.* Removing slipcovers, false fronts or non-historic/added facades, repainting of replaced mortar joints and brick (if already previously painted), replacing/restoring cornices, removing paint from previously painted brick and restoring it to its natural condition (preserving ghost signs etc.), replacing windows or doors that achieve a more historic look, restoring transom windows, replacing/restoring awnings or canopies to their historic state and replacing or repairing approved signage. (*Must present a copy of current City Sign Permit for signage grants). Also includes repainting of restored facades only if it is part of the overall restoration.



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Paint Only Projects:

Façade Painting and Minor Façade Repair- *May qualify for 50% match, up to \$1000 (on a case by case basis).*

Paint only projects are also encouraged when total façade restoration is not an option. This may also include feasible small repairs needed to do an adequate repaint of the façade. Any major repairs would fall under the category above and is at the discretion of the Caldwell Main Street Design Committee. **Note- paint-only grants will be issued to those facades that have already been painted. It is not wise to paint brick facades because this only increases deterioration.*

Reimbursement Grant Eligibility and Guidelines:

- 1. To be eligible-** The building must be within the Caldwell Main Street District based on the map as provided by the Texas Historical Commission. You must fill out the grant application and grant agreement in its entirety. All applications must be signed and include the following attachments:
 - a. Drawings and plans of all proposed work.
 - b. Original copies of two (2) contractor bids or proposals.
 - c. Color samples of all final paint selections.
 - d. Photographs of building façade BEFORE work begins.
 - e. Historic photograph of façade (when available).

- 2. Projects NOT eligible include-** Interior or exterior structural work including the roof, that is not related to the façade, also including electrical, plumbing or A/C, or any other work that does not qualify according to the Caldwell Main Street Design Committee.
 - a. The applicant must not be involved in any litigation that would affect the property for which the grant is intended.

- 3. The approval process will include the following without limitation:**
 - a. The applicant must meet with the Main Street Manager before the start of the project.
 - b. All projects must meet current building codes, ordinances, as well as building permitting requirements.
 - c. The Main Street Design Committee will review the application and make recommendations as necessary regarding historical appropriateness of the work proposed. Applicants are encouraged to take advantage of the FREE architectural services offered through the Texas Main Street Program. **Ask the Caldwell Main Street Manager for details.*



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- d. Applicants who are not awarded funding may not re-apply with the exact same project for 12-months.
- e. All projects must be completed within 120 days of approval and extensions may be available upon request. An extension denial cannot be appealed and shall be final with the Main Street Design Committee.
- f. In-kind contributions may not be used as any part of the applicant's match. Only cash expenditures by the applicant may be used in calculating the cost of improvements.
- g. As a condition of the grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Main Street Manager or the Main Street Design Committee members to inspect the completed project before final funding.
- h. The Main Street Design Committee shall have sole discretion in awarding the grants and can deduct from total grant payouts for work that is not deemed historically or architecturally appropriate for the area, or if there was no plans to restore it back to its historical look.
- i. All signage that will be placed on the building must be approved by the Main Street Design Committee.
- j. The applicant must make a presentation to the Main Street Design Committee explaining work to be done.
- k. The applicant must agree to allow the project to be used to promote the Façade Improvement Grant Program and the Caldwell Main Street Program as a downtown revitalization effort.
- l. The application may come from the property owner or tenant. If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the terms of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
- m. The applicant must notify the Caldwell Main Street Design Committee in writing if the applicant makes any changes in the plans submitted with the original application. The committee reserves the right to reconsider the application based on the changes to the original plan.
- n. A five (5) year preservation period will be in effect after completion. During this period, alterations to the awarded project that are not approved by the Main Street Design Committee will result in reimbursement to the Caldwell Main Street Program of the awarded funds.
- o. The applicant must agree that, in event of default of its obligations, the Main Street Program has the right to be reimbursed for all attorney's fees and costs, which may be incurred as a result of any legal action required to seek reimbursement of all grant funding received by applicant.



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- p. Building owners and business owners agree to have a sign placed in the window of their building during the project and for up to thirty (30) days after the completion of the project to acknowledge the Caldwell Main Street Program. The sign will be provided by the Caldwell Main Street Program.
- q. No applicant has a proprietary right to receive grant funds. The Main Street Design Committee shall consider all applications with discretion.

The Design Committee will review the grant applications based on criteria including – but not limited to – the following:

- Does the project rehabilitate a historic building?
- What will be the overall improvement of the building?
- What is the general condition of the building? That is, how much of an improvement will the façade grant make to the building?
- Is the project in the designated Main Street area?
- What contribution will the project make to the historic character or aesthetics of the Caldwell downtown area?
- Are the lighting, placement and design of the proposed signs appropriate to the location?
- Does the plan exhibit professionalism of design?
- If the applicant does not own the building, can the tenant show documentation of a lease and a letter of support for the project from the building owner?
- What is the overall impact on the public, such as public access or visual impacts and the effect on the gateways to the downtown Caldwell area?

4. Return the fully completed application to: Caldwell Main Street Manager’s Office at 107 S. Hill Street, Caldwell, Texas 77836.

Reimbursement: *When the entire project has been satisfactorily completed and reviewed/verified by the Caldwell Main Street Design Committee, the applicant shall present the Caldwell Main Street Manager with copies of all paid invoices for a single payment reimbursement of the approved funding. The City of Caldwell and the Caldwell Main Street Program has budgeted funds available for this program. Grants will be reviewed on a first come, first serve basis. The Main Street Program retains sole discretion to accept or reject applications received after the available funding has been exhausted.*

Notice: The Caldwell Main Street Manager or Advisory Board members shall deliver a copy of these guidelines to any applicant for his/her review and delivery does not constitute an offer of a Façade Improvement Grant to the applicant.