



# Lamesa Economic Development

Logistics. Location. Livability.

## FAÇADE IMPROVEMENT PROGRAM

### Sponsored by:

Lamesa Economic Development (comprised of Lamesa Economic Development Corporation and Lamesa Economic Alliance Project)

### Purpose:

The Façade Improvement Program is designed to encourage small, private businesses to reinvest in the community by making exterior improvements and appearance enhancements to their commercial building(s).

It is Lamesa Economic Development's position that attractive building facades support and encourage local business by having a significant effect on the overall desirability and marketability of the surrounding area. Beautification efforts attract customers/visitors and demonstrate the economic vitality of the community. This program is not intended for repairs or maintenance activities.

### Incentive:

Lamesa Economic Development will reimburse up to **50%** toward the cost of building façade improvements to eligible and approved businesses. Requests shall be reviewed by the economic development board on a case-by-case basis.

Annual program is budgeted for \$50,000 annually.

No more than **25%** of the total cost of improvements eligible for reimbursements may be for: a) the exterior painting of a building; or b) graffiti removal.

## Eligibility Criteria:

Eligible improvements are limited to the exterior building façade, including:

- Exterior treatment systems (i.e. painting, murals, siding, stucco or simulated stucco, and brick/stone work)
- Structural improvements to the building façade Masonry or tile cleaning/repair
- Restoration of details in historical buildings
- Removal of elements that cover architecturally significant areas
- Repair or replacement of exterior doors, windows and trim work (in public view) which are necessary for aesthetic purposes
- Exterior lighting, shutters, gutters, & awnings
- New construction
- Signage (non hand-painted)
- Parking lot improvements
- Landscaping

Exterior improvements must be of an earth tone nature or other compatible color/style with the surrounding buildings and architecture. Exceptions, including wall murals, may be considered on a case-by-case basis upon demonstration of exceptional circumstances.

Improvements must be made in conformance with all applicable building codes, laws and zoning requirements of the City of Lamesa. Project must be completed within 180 days of approval. The economic development board can extend the 180-day completion period upon written request. Examples of circumstances in which extensions will be considered include, but are not limited to, inclement weather or the ordering of special building materials.

## Limitations:

- In order to accommodate demand, façade reimbursement requests are limited to one applicant per building per calendar year beginning January 1; applicants may re-apply in consecutive years
- Improvements for buildings which are located on properties with outstanding property taxes or City-related liens are not eligible for incentive funding
- Projects in-process or completed at the time of application cannot be considered for reimbursement.
- Repair or replacement of a roof is not eligible
- Alley façades are not eligible
- The owner/tenant must use private, non-City funds to pay for the façade project
- The sponsoring economic development board has the final say in all reimbursement awards

# Processing Steps

**Step 1** Applications must be submitted to Lamesa Economic Development at 123 Main Avenue, Lamesa, TX, 79331 or emailed to Sean Overeynder at Sean.Overeynder@LamesaDevelopment.org. An application from a tenant must include a copy of the lease and written approval from the owner. Applications must include photographs of the facades to be improved (see Application for more details).

**Step 2** Director Sean Overeynder will visit the site to discuss the proposed improvements. The Director will present the application at the following board of director's meeting. The economic development boards meet jointly on the second Monday of every month. If the proposal meets the requirements of the Facade Improvement Program, a Conditional Letter of Approval will be sent to the owner/tenant. This letter may require modifications or changes to the original proposal.

**Step 3** Pending agreement to any changes to the original proposal and verification of details in the Application, Lamesa Economic Development will prepare and furnish the applicant with a Reimbursement Agreement.

**Step 4** The applicant must sign the Agreement and return to Director Sean Overeynder.

**Step 5** The applicant must obtain any required permits for the proposed façade improvement. The applicant must display a sign provided by the sponsoring organization on the site indicating "Financing provided in part by the Lamesa Economic Development Façade Improvement Program." The sign must be displayed for at least one month or for the duration of the project, whichever is longer.

**Step 6** The applicant pays for the completed construction work and submits paid receipts and lien waivers from the contractors to Director Sean Overeynder.

**Step 7** Following a final inspection, the appropriate Lamesa Economic Development non-profit authorizes a reimbursement check for the approved amount.

Please direct any questions or concerns to:

**Sean Overeynder**

Executive Director

Lamesa Economic Development Corporation & Lamesa Economic Alliance

Project site [www.LamesaDevelopment.org](http://www.LamesaDevelopment.org)

e [Sean.Overeynder@LamesaDevelopment.org](mailto:Sean.Overeynder@LamesaDevelopment.org)

o (806) 872-2207



## Lamesa Economic Development

Logistics. Location. Livability.

### Façade Improvement Program Application

Date of Application: \_\_\_\_\_

Name of Business Applicant: \_\_\_\_\_

Physical Address of Façade Improvement: \_\_\_\_\_

Mailing Address (if different & for check): \_\_\_\_\_

Mobile Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Organizational Form:

\_\_\_\_\_ Sole Proprietorship    \_\_\_\_\_ Partnership    \_\_\_\_\_ LLC    \_\_\_\_\_ Corporation

Is property owned or leased?

\_\_\_\_\_ Owned    \_\_\_\_\_ Leased (*Requires Letter of Approval from Owner. Template is attached*)

How much of your product or service is exported/sold to buyers outside of the city?

\_\_\_\_\_ 50% or less    \_\_\_\_\_ 51% or more

**Cost of Façade Improvement to Business Applicant (Tip: Add up your estimates): \$** \_\_\_\_\_

**Amount Requested for Reimbursement: \$** \_\_\_\_\_

*(Tip for Reimbursement: Attach bid/estimates or provide methodology for deriving your cost estimate. For most estimate totals, multiply by 0.5. If paint or graffiti removal, multiply by 0.25).*

Please describe proposed project in Lamesa by filling out the attached **Itemized List of Façade Improvements for Façade Improvement Program** and provide bid costs. Suggested prompts are provided below:

- Paint colors and/or materials to be used:
- Landscape type and species
- Timeframes (tentative start and completion dates)
- **YOU MUST PROVIDE drawings, sketches, photos of example projects and existing exterior, or any other exhibits related to the proposed project. You may email photos or exhibits to Sean Overeynder at the contact information listed below.**

1. Have you been declared bankrupt in the last 10 years? \_\_\_\_\_  
If yes, where and has the bankruptcy been dismissed?  
\_\_\_\_\_
2. Have any of the following events ever been listed on your credit report: foreclosure, repossession of property, tax lien or collection agency referral? \_\_\_\_\_  
If yes, please list: \_\_\_\_\_
3. Are there any unsatisfied judgments against you? \_\_\_\_\_  
If yes, what is the amount of the judgment and date of judgment \$ \_\_\_\_\_ Date \_\_\_\_\_
4. When did you start your business? \_\_\_\_\_
5. Have you ever been convicted of a felony? \_\_\_\_\_
6. Do you own or lease the subject property? \_\_\_\_\_  
(An application from a tenant must include a copy of the lease and written approval from the owner.)
7. Total number of full-time employees at this location: \_\_\_\_\_  
Full-time At least 1,820 hours per year (35 hours per week for 52 weeks)
8. Total number of part-time employees at this location: \_\_\_\_\_
9. Will you be making or have you made, any *interior* improvements in addition to the façade improvement(s):  
If you answered yes, please provide a summary of planned or recently completed interior improvements, including costs (Tip: Provide receipts or photos of the improvements):

Thank you for your submission!

Your application will be provided for consideration to the board of directors at the next Joint or Special Called Meeting of the Lamesa Economic Development Corporation and the Lamesa Economic Alliance Project. Joint meetings are held on the second Monday of every month unless otherwise posted.

Please direct any questions or concerns to:

**Sean Overeynder**

Executive Director

Lamesa Economic Development Corporation

Lamesa Economic Alliance Project

site [www.lamesadevelopment.org](http://www.lamesadevelopment.org)

e [Sean.Overeynder@LamesaDevelopment.org](mailto:Sean.Overeynder@LamesaDevelopment.org)

o (806) 872-2207

f (806) 872-5700

- PAGE INTENTIONALLY BLANK -

Only fill out & return the next "Owner Approval" document if you do NOT own the property being improved.





This letter confirms my approval and permission for the owners of \_\_\_\_\_, located at \_\_\_\_\_, Lamesa, TX 79331 to make **façade improvements to the facility**, including but not limited to: window repair/replacement, paint, awnings, and/or masonry chances to the front façade. This permission is given to these tenants per **Lamesa Economic Development** requirements in its **Façade Improvement Program**: *“An application from a tenant must include a copy of the lease and written approval from the owner.”*

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**(Please remember to also provide a copy of the lease)**

If you would like to provide handwritten comments, please do so in the box below: