



VIP

VISUAL
IMPROVEMENTS
PROGRAM



Quick Reference



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Visual Improvements Program

Program Purpose

The broad purpose of the Visual Improvement Program (VIP) is to promote a positive city image reflecting order, harmony, and pride, thereby strengthening the economic stability in Live Oak business areas. The foremost purpose is to encourage the visual improvement and enhancement of facades, business dumpster enclosures, landscaping, and parking lots for commercial, professional, and retail in Live Oak.

Program Overview

The program affects only building exteriors and does not account for interior spaces except for window display areas which are on public view. The design standards are meant to be flexible enough to allow business or property owners to be creative and design storefronts that market their establishments effectively. At the same time, aspects of the program will help to avoid poor quality design decisions that detract from the aesthetics of the business districts. The program also provides an objective basis by which to evaluate projects that come up for review. Ultimately, the design, renovation, and repair projects will enhance the economic success of Live Oak by making it a more inviting place for shoppers and businesses.

Program Funding

Funding available is based on a reimbursement up to a maximum of **\$5,000** per business. The cumulative amount awarded by the Live Oak Economic Development Corporation (**LOEDC**) shall not exceed \$100,000 for the fiscal year of this program.

Eligibility

Either the property owner (corporation, joint venture, partnership, etc.) or the business owner (tenant) is eligible for funding. Property owners with multiple buildings or tenants with multiple operating locations may be limited to one building or location per funding cycle.

Tenant: *Tenants must submit to LOEDC written authorization by property owner(s) to make the indicated improvements.*

Property Owners: *Property owner must show proof of ownership.*

- *Tenants or Property owner must be in business for 5 years prior to participating in program*

Selection Criteria

Projects are reviewed on a competitive basis. The "Evaluation Criteria" outlines the rating criteria by which each submitted application is assessed. Those projects with the highest weighted average will be granted funding. Applicants must be ready to begin actual construction within 90 days of approval/award notice and complete all improvements within one year of award date.

Expenditures

Reimbursable Expenditures

Should the project and contractor receive approval from the Board; the Economic Development Corporation will pass a Resolution for payment of up to \$5,000.00 to the contractor. Should the project exceed \$5,000, the applicant is responsible for paying all additional costs incurred on behalf of the project. The **LOEDC** will issue a deposit check not to exceed \$2,500 to the contractor prior to project commencement.

No partial completed project will receive funding; project must be completed in its entirety as reflected on the application submitted for consideration to the **LOEDC** (Exhibit "A"). ***All projects must start construction within 90 days of being awarded funding; all projects must be completed within one year of being awarded.***

Upon final inspection by the Development Services Department and/or the Building Inspections Department, the **LOEDC** will remit final payment to the contractor not to exceed a maximum total payment (deposit and balance) of \$5,000. Upon completion and receipt of the project's final inspection report issued by the City's Development Services, applicants shall submit a copy of all receipts to the **LOEDC** showing that all contractors and vendors have been paid in full.

BEFORE



AFTER



BEFORE



AFTER



Qualifying Expenditures

Qualifying Expenditures

Expenditures qualifying for reimbursement are limited to exterior building facades, except for window display areas that are on public view. Below is a priority listing of the qualifying expenditures that are taken into consideration along with the evaluation criteria outlined on the Evaluation Criteria section.

The prioritized exterior components include, but are not limited to the following areas: Work that qualifies for reimbursement includes improvements to the exterior of buildings such as painting, cleaning, tuck pointing, facade and window repair/ replacement, doorways, lighting, new dumpster enclosures, window tinting, replacement awnings, permanent landscaping, parking lots and rear access renovations.

In no way is this program intended to exempt a business from compliance with any section of the City's current ordinances.

Other renovations may qualify, as determined by the Live Oak Economic Development Corporation Board of Directors. All walls visible from a public street or alley must be enhanced with masonry or paint to be eligible for consideration and/or reimbursement. No partially completed projects will be eligible for reimbursement.

Awnings

1

Windows

2

Entrance Upgrades
(Doors)

3

Masonry Facades
(excluding hardy plank)

4

Green Enhancements

5

Painting
(limited colors, no day glow)

6

Correction Of Code Violations
(limited to exterior, no interior)

7

Dumpster Enclosures
(replace damaged, deteriorated)

8

Landscaping Limited To Xeriscape Type
(to include shrubbery, as well as, trees towards Tree City USA program)

9

Applications & Permits

Permits and Inspections

The Development Services Department is responsible for issuing building permits, construction plan review and inspections. This department also enforces the requirements for contractor's licenses relative to all phases of construction to include general contractor's licenses, electrical contractor's licenses. Registration of plumbers, irrigators, mechanical contractors and fire alarm and fire suppression installers is also required.

Staff is available to offer assistance with all types of applications herein described and to offer you guidance in submitting plans for review and to provide information related to building codes and ordinances.

Application and Permitting Assistance

Prior to submitting an application, all interested parties are strongly encouraged to make an appointment with Development Services staff. The meeting is designed to provide additional information about the program, to provide assistance in completing the application, and to familiarize you with building codes, ordinances, licensing, permits, and inspections requirements.

Application Process

The Visual Improvements Program (VIP) application process is ongoing.

Completed applications, including required attachments, must be returned to the **LOEDC** office not later than 3:00 pm on the 1st Monday of any month, to be eligible for presentation to the **LOEDC** Board the following month. Staff will conduct a preliminary review of the application to present to the **LOEDC** Board of Directors for consideration and approval at the regular monthly meeting.

Documents can be hand delivered or mailed to:

The City of Live Oak

ATTN: Live Oak Economic Development (VIP)

8001 Shin Oak

Live Oak, TX 78233

Related Parties

No member of the City Council of the City of Live Oak, or any member of any Live Oak boards, commissions, city employees, or any member of their immediate family may participate in this program.

No Contract

The Parties hereto agree and understand that this program does not create any type of indefinite contractual relationship between the **LOEDC** and any of the participants or proposed participants in this program. Each Party making application understands that the funding of this program is through the sole discretion of the **LOEDC** and that the funding thereof may be revoked at any time.

Visual Improvements Program (VIP) Checklist

- ☐ Attend Pre-Application Meeting with City Staff
- ☐ Complete Visual Improvements Program Application with Agreement
- ☐ Submit an Outline and/or Illustration of Proposed Improvements
- ☐ **Property Owners:** Show Certificate of Ownership
- ☐ **Tenants:** Obtain Property Owner's Letter of Authorization
- ☐ Proof of insurance *(Contractor's responsibility when permits obtained)*
- ☐ Proof of Contractor's License *(Contractor's responsibility when permits obtained)*
- ☐ Provide Photos of existing structure and area(s) for improvements

Contact Information

Live Oak Economic Development Corporation
Development Services Department
Permits & Inspections

(210) 653-9140 ext. 2219
(210) 653-9140 ext. 2244
(210) 653-9140 ext. 2244

Evaluation Criteria

Below is the evaluation criteria and point system that will be used to judge each of the submitted projects.

Evaluation Factor	Possible Points	Score
Professional quality of design	10	
Consistency of design with business activity, design guidelines, and surrounding commercial structures	20	
Proposed improvements are sufficient to improve the aesthetics of the structure/site	30	
Improvement of property will significantly impact the re-vitalization efforts of the City	40	
TOTAL SCORE RECEIVED	100	

Applications may be downloaded on our website at: www.liveoaktx.net

Application

APPLICANT – TENANT

Applicant's Name:_____

Applicant's Daytime Phone:_____

Name of Business:_____

Business/Building Address:_____

APPLICANT – BUILDING / PROPERTY OWNER

Building/Property Owner's Name:_____

(if a partnership, corporation, etc., list each officer name and title)

Address:_____

Daytime Phone:_____

Is the building / property owner interested in making improvements? ☐ Yes ☐ No

Does building / property owner have a business in the building? ☐ Yes ☐ No

If yes, what is the Business Name?_____

OTHER BUSINESSES IN BUILDING

Please list other businesses in building and check those interested in participating in the Visual Improvements Program (VIP):

Name of Business	Name of Owner
_____	_____
_____	_____
_____	_____
_____	_____

Application

Continued

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Please describe the improvements you will complete as specifically as possible. If available, provide an illustration of the work to be completed or sample materials to be used.
Attach a separate page if more room is needed. Attach contractor bids (a minimum of 3 required)

FUNDING STRUCTURE

Please designate dollar amount requested:

☐ I am interested in applying for a Visual Improvements Grant up to a maximum \$_____ grant funds as a reimbursement to me upon submission of invoices and a request for payment to the LOEDC.

Estimated TOTAL PROJECT COST to complete all of the work specified above. \$_____

PROJECT TIME FRAME

Estimated start: _____ Estimated completion: _____

I have read and agree to the terms and conditions set forth above. I understand that my project will be evaluated and recommendations made as to the scope of work to be included in the Visual Improvements Program. I understand that the submittal of this application in no way guarantees me a grant from the Live Oak Economic Development Corporation. I understand that additional information may be requested as needed. The Live Oak Economic Development Corporation reserves the right to reject any and all applications at its sole discretion.

If property is owned by a corporation, partnership, or joint venture, an individual legally authorized to represent the entity must sign below on behalf of the entity.

Signature of Applicant

Date

Signature of Building Owner

Date

Applicant Title

Building Owner Title

Attachments:

- ☐ Property Owners: *Certificate of Ownership*
- ☐ Business Owners: *Property Owner's Letter of Authorization*
- ☐ Project Outline and/or Illustration *(include sample materials)*
- ☐ Proof of insurance *(Contractor's responsibility when permits obtained)*
- ☐ Proof of Contractor's License *(Contractor's responsibility)*
- ☐ Photos of existing storefront

Return the completed application, attachments, photos, and related materials to:

The City of Live Oak

Attn: LOEDC

Visual Improvements Program

Live Oak, TX 78233



VIP

VISUAL IMPROVEMENTS PROGRAM



LIVE OAK

Live Oak Economic Development Corporation
Development Services Department
Permits & Inspections

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