

## **“FIX IT” Façade Application & Guidelines**

The City of Seguin Main Street has a “FIX IT” Façade Improvement Program that provides reimbursement for approved applicants for work on the exterior façade of property located in the Downtown Historic District providing up to a *maximum* 50% or a dollar-for-dollar reimbursement of up to \$10,000 per property per grant funding cycle.

“FIX IT” funding is limited and grant awards are based on funds available. If your application is submitted at a time when there are no available funds, your application will be kept on hand until the next funding cycle. The Main Street Program is currently accepting applications for projects in the FY2024 funding cycle. Applications will need to be submitted by 5:00 p.m. on Friday, **May 10, 2024** to the Seguin Main Street Office. If there are still funds available after this call for applications, there will be another call for applications later in the year. For the community to achieve the maximum benefit, applications will be reviewed on the following criteria:

- Application submitted by the stated deadline and completed correctly.
- Matching funds ratio (Minimum 1:1, 2:1 or greater preferred)
- Location, visibility and impact on historic integrity of the Downtown Historic District.
- Total number of applications received and funds available.
- Type of proposed improvements; cosmetic or structural.
- Completion of previously funded projects.
- Improvements only to the exterior of the building.
- Current in payment of city utilities and local property taxes (city, county, SISD).
- Included as a priority in the downtown master plan.

All applicants are encouraged to utilize the free design services available through the Texas Main Street Program by contacting Seguin Main Street. All interested applicants should schedule a phone meeting with the Main Street Director to discuss their project prior to submitting their application to ensure it will meet the historic preservation guidelines in downtown.

Fix-It Façade Projects may include repair or replacement of canopies, awnings, roofs, doors, entrances, glass and windows, storefront lighting, sidewalks, façade painting, landscaping, ADA access, brick and mortar repair, and removal of modern slipcover facades. Signage requests will be considered on a case-by-case basis. Priority is given to proposed projects. Projects in progress and already completed will be given low to no priority in funding.

If awarded a grant, the proposed work must be approved by the Historic Preservation & Design Commission and/or Historic Preservation Officer before the work begins. Failure to receive approval from the HPDC and/or HPO before work commences may result in the loss of the grant. Amending your project after approval has been received without permission from the HPO could result in the loss of the grant. Reimbursement will be made after the completion of the work and upon evidence of paid receipts.

Applications will be reviewed and acted upon by the Seguin Main Street Advisory Board, City Manager and City Council. For additional information contact the Seguin Main Street Program at (830) 401-2448 or [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov). Please submit application to Seguin Main Street Program, 200 South Austin Street, or [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov). In addition to the grant application, please include a W9 form.

*Legal disclaimer: City of Seguin accepts no liability for the quality or future maintenance of the “FIX IT” project work.*

**CITY OF SEGUIN MAIN STREET PROGRAM  
“FIX IT” GRANT APPLICATION**

Applicant Name: \_\_\_\_\_

Business/Company Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Date building was constructed: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

Is applicant a tenant?      Yes \_\_\_\_\_      No \_\_\_\_\_  
(If yes, attach a Lease Agreement or written permission from owner for the work in this application)

Structure's Current Use:      \_\_\_\_\_ vacant  
  \_\_\_\_\_ commercial  
  \_\_\_\_\_ residential  
  \_\_\_\_\_ mixed use  
  \_\_\_\_\_ other: \_\_\_\_\_

Project will result in:      \_\_\_\_\_ façade historic restoration  
  \_\_\_\_\_ façade renovation  
  \_\_\_\_\_ new commercial space  
  \_\_\_\_\_ new residential units  
  \_\_\_\_\_ new mixed use commercial/residential  
  \_\_\_\_\_ other: \_\_\_\_\_

Completed project will provide for \_\_\_\_\_ new jobs and/or \_\_\_\_\_ retained jobs.

Total estimated cost of project: \$ \_\_\_\_\_ (Please include a written bid from a contractor)

If your project is not fully funded, will you take a lesser amount? \_\_\_\_\_

Amount of FIX-IT Façade Grant Request: \$ \_\_\_\_\_ A matching ratio of \_\_\_\_\_ : \_\_\_\_\_

Date of Pre-Project Meeting with Main Street Director: \_\_\_\_\_

## **DESIGN INFORMATION**

Please provide site plans for any work to be completed on the interior or exterior of the property. Free design service for exterior improvements is available by contacting the Seguin Main Street Program. In the categories below submit a detailed description, including materials to be used, of proposed work. If not applicable, simply write "NA".

Describe existing exterior façade materials proposed to be removed:

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Describe proposed window frame treatment (repair, replacement, etc.) for storefront, upper floors, and transom windows:

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Describe proposed window glass treatment for storefront, upper floors, and transom windows:

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Describe preparation of surface to be painted (pressure washed, primed, etc.):

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Show proposed paint colors and location of each paint color on the building:

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Show proposed door treatment (repair, replacement, additions, etc.):

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Please describe any repair that will be completed on the roof, gutters, down spouts, etc.:

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Describe work to be completed on each elevation (exterior wall) of the building:

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Describe handicap accessibility accommodations:

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Describe brick and mortar (including tuck pointing) or stucco repair:

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Describe brick and mortar or stucco cleaning:

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Describe proposed cornice treatment:

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Describe proposed awnings and canopy treatment:

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Describe proposed storefront repair and/or replacement:

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Description of interior work to be completed (include plans to retain or remove architectural features like original ceiling material, wood trim, wood floors, light fixtures, etc.):

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Estimated time of construction (month) \_\_\_\_\_ until (month) \_\_\_\_\_, \_\_\_\_\_ year.

Estimated time frame for work to begin is June - October 2024. Estimated time to complete project once started is one-two weeks.

# QUOTATION

Date 5/10/2024  
Quotation # 102  
Customer ID CSCS-001

**PHF Group, LLC**

204 Deer Slayer Dr  
Seguin, TX 78155

**Quotation for:**

Court Street Coffee Shop  
C/O Char Guerra  
301 N. Austin St.  
Seguin, TX 78155

Salesperson	P.O. Number	Ship Date	Ship Via	F.O.B. Point	Terms
Jackson B					Due on receipt

Quantity	Description	Unit Price	Taxable?	Amount
2	Custom40"x72" UV laminated vinyl on metal sign - (The Creation Company)	\$ 495.00	T	\$ 990.00
1	Custom metal frame	\$ 500.00	T	\$ 500.00
1	Fasteners & Consumables	\$ 30.00		\$ 30.00
1	Installation labor	\$ 1,200.00		\$ 1,200.00
			Subtotal	\$ 2,720.00
			Tax Rate	8.25%
			Sales Tax	\$ 122.93
			Other	\$ -
			Total	\$ 2,842.93

If you have any questions concerning this quotation contact Jackson:  
Jackson@PHFgroup.com.

Thank you!

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**From:** Amy Woodall <abwoodall2001@gmail.com>  
**Sent:** Sunday, May 5, 2024 3:34 PM  
**To:** Heather Felty  
**Cc:** charrscs@gmail.com; Heather Steele Felty; Patrick Felty  
**Subject:** Re: Proposal for Signage and Lease Renewal

Received. I don't have time to do anything at the moment but when I get back we can plan a meeting to discuss a new lease.

I don't have a problem with a new sign hiding the hvac unit.

In the meantime, please let me know when you can move the stickers from the right window. Then I can let the office people know they can go ahead and put up their signs. This might be a temporary fix for them but they are eager to get something up.

Thank you.

On Sat, May 4, 2024 at 12:18 AM Heather Felty <[hsfelty@thervcgroup.com](mailto:hsfelty@thervcgroup.com)> wrote:

**Amy -**

We hope this message finds you well as you prep for your long awaited vacation!

Per the previous email, we are writing to propose an arrangement that I believe would be beneficial for both parties regarding the signage in the lobby area.

We would like to enhance the front of the building lobby entrance and visibility of the coffee shop in the lobby by installing signage that would cover the AC unit. We are prepared to cover 100% of the cost associated with this signage, including obtaining quotes and securing necessary approvals from the city. Char has already begun the initial steps in this process, and we are both working closely with Kyle and the city authorities to ensure compliance with all downtown city regulations. You would have approval to the design and final sign prior to any placement or final submission to the city.

Before we do this, we would like to discuss the possibility of renewing our lease through December 31, 2026. This extension would provide both stability and continuity for our business operations while demonstrating our commitment to the Aumont and enhancing the curb front appeal.

We are open to discussing any further details or considerations you may have regarding this request. Additionally, we are prepared to sign a renewal immediately to show our commitment and ensure clarity and transparency.

We look forward to your response and the opportunity to keep Court Street Coffee Shop as a part of the Aumont Experience.

Thank you for your consideration.

Char and Heather