



**Board of Directors
Lake Dallas Community Development Corporation
Regular Meeting
City Hall, 212 Main Street, Lake Dallas, TX 75065
May 2, 2022, at 6:00 p.m.
Agenda**

- 1. Call to Order & Determination of Quorum**
- 2. Citizen Agenda & Public Comment:** An opportunity for citizens to address the Lake Dallas Community Development Corporation (CDC) Board on matters which are not scheduled for consideration by the CDC on this agenda. The Texas Open Meeting Act prohibits deliberation by the CDC of any subject which is not on the posted agenda; therefore, the CDC Board will not be able to discuss or take any action on items discussed during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.
- 3. Receive an update regarding the demolition projects for 1000-1002 and 1004 S. Stemmons.**
- 4. Discuss and take appropriate action regarding a Business Improvement Grant request from Terry Lantrip for the "little library telephone booth" project.**
- 5. Executive Session:** Conduct a closed meeting pursuant to Texas Government Code Section 551.072 to discuss the lease, sale, or value of real property and Section 551.087 possible economic development incentives in relation to the future use and development of CDC-owned properties on S. Lake Dallas Drive and S. Stemmons Freeway.
- 6. Discuss and take appropriate action, if any, relating to the matters discussed in Executive Session.**
- 7. Announcements or requests for future agenda items.**
- 8. Adjourn**

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on April 29, 2022, at 5:00 p.m.

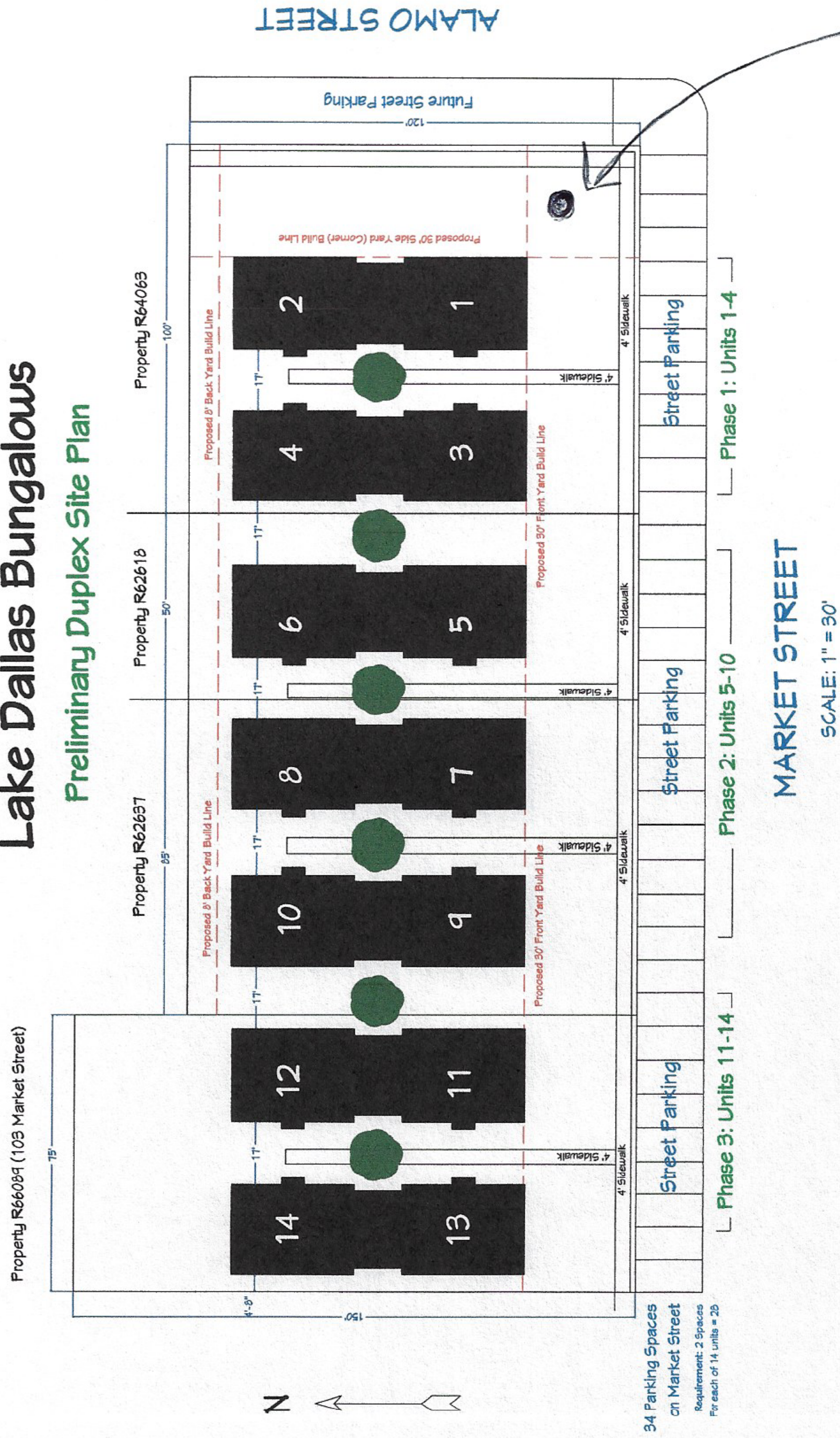
Codi Delcambre

Codi Delcambre, City Secretary

If you plan to attend this via teleconference public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 102 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



Preliminary Duplex Site Plan



City of Lake Dallas Community Development Corporation
Business Improvement Grant (BIG) Program Application

The Business Improvement Grant Program contract is an agreement between the real property owner and the Lake Dallas Community Development Corporation. The application, as well as the agreement, are to be signed by the real property owner.

Real Property Owner:

Terry Lantip / Urban-Retro

Real Property Owner's Phone Number:

972-523-9940

Business Owner:

Business Owner's Phone Number:

Business Name:

Urban-Retro

Business Address:

206 Alamo Ave., Lake Dallas TX 75065

Contact Person:

Phone:

Email:

terry.lantip@hotmail.com

Business Description:

Developer

Describe the scope of work for the proposed Business Improvement project:

Little Free Library in vintage English phone booth

How will this project benefit Lake Dallas?

Publicity, provides library for community, promotes reading, photo location, enhances downtown district, provides something for visitors to come to the city

Does this business pay sales tax to the City of Lake Dallas? _____

Grant Amount Requested: _____

\$4,346

Estimated Cost of the Project: _____

\$6,596

You MUST include the following information with your application:

1. Photographs of the existing building and premises
2. Drawings or renderings of the proposed improvements
3. A plot plan (drawn on a plat or survey) for premises improvements such as fencing, landscaping, or free-standing signage
4. Written description of the proposed improvements
 - Include building materials and color schemes
5. A copy of contractor bids. The bids should be less than 91 days old.
6. A copy of the business Certificate of Occupancy and the Texas Sales Tax Permit, if applicable.

By affixing your signature, the applicant acknowledges they have read and agree to the City of Lake Dallas Community Development Corporation BIG Program Guidelines. The applicant understands that all grants are awarded on a reimbursement basis after all work has been certified as completed by the City Manager or his designee. It is expressly understood that work commenced or completed prior to the final approval of the grant is ineligible for funding. The applicant is solely responsible for overseeing the work and will not seek to hold the City of Lake Dallas or the Lake Dallas Community Development Corporation liable for any property damage, personal injury, or other loss related to the BIG Program. The applicant agrees to indemnify the City of Lake Dallas, the Lake Dallas Community Development Corporation and/or their agents, employees, officers and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

Real Property Owner Printed Name: _____

Terry Lantrip

Signature: _____

Terry Lantrip

Date: _____

4/25/2022

Business Owner Printed Name: _____

Terry Lantrip

Signature: _____

Terry Lantrip

Date: _____

4/25/2022

Little Free Library in a vintage English Phone Booth

Market Street at Alamo Avenue, Lake Dallas

Cost of Phone Booth	Craigslist purchase	\$2,000
Cost to move to Lake Dallas	Two Stepping Towing	\$200
Bench	Home Depot	\$50
Parts from England	X2Connect.com	\$1,600
Moving to new location	Two Stepping Towing	\$125
Little Free Library items		\$90
Affordable Handyman Service	Alex Ramos	\$2,531

Total project cost	\$6,596
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Total needed to complete project	\$4,346
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**AFFORDABLE
HANDYMAN
SERVICE**

Alex Ramos
940-268-4888
alex.ramos.kc@gmail.com
Denton, TX

K6 Phone Kiosk

Invoice for

Terry Lantrip

Payable to

affordable handyman

Invoice #

366

Address

275 Market street
Lake Dallas

Due date

Labor Cost

Description

Price

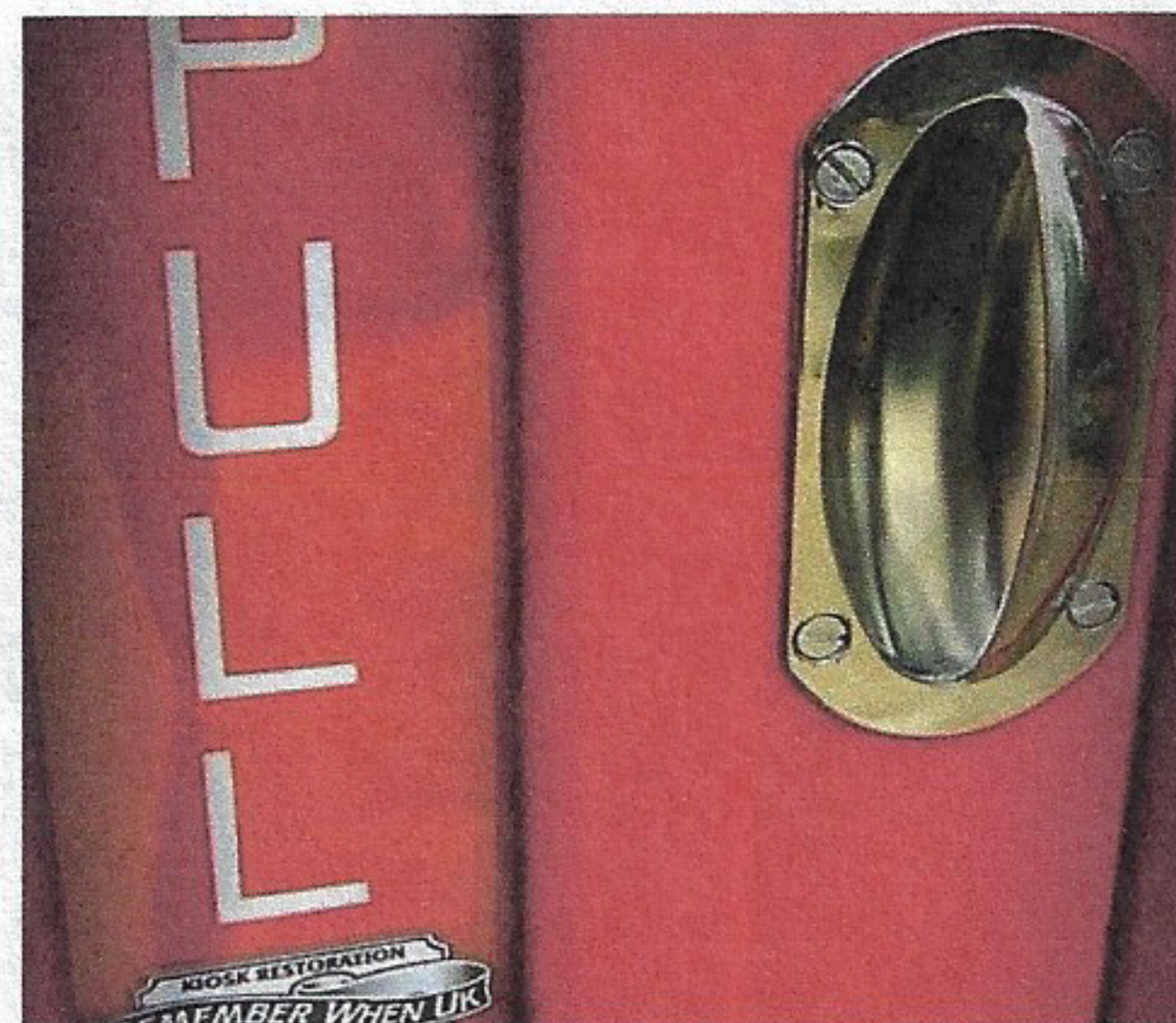
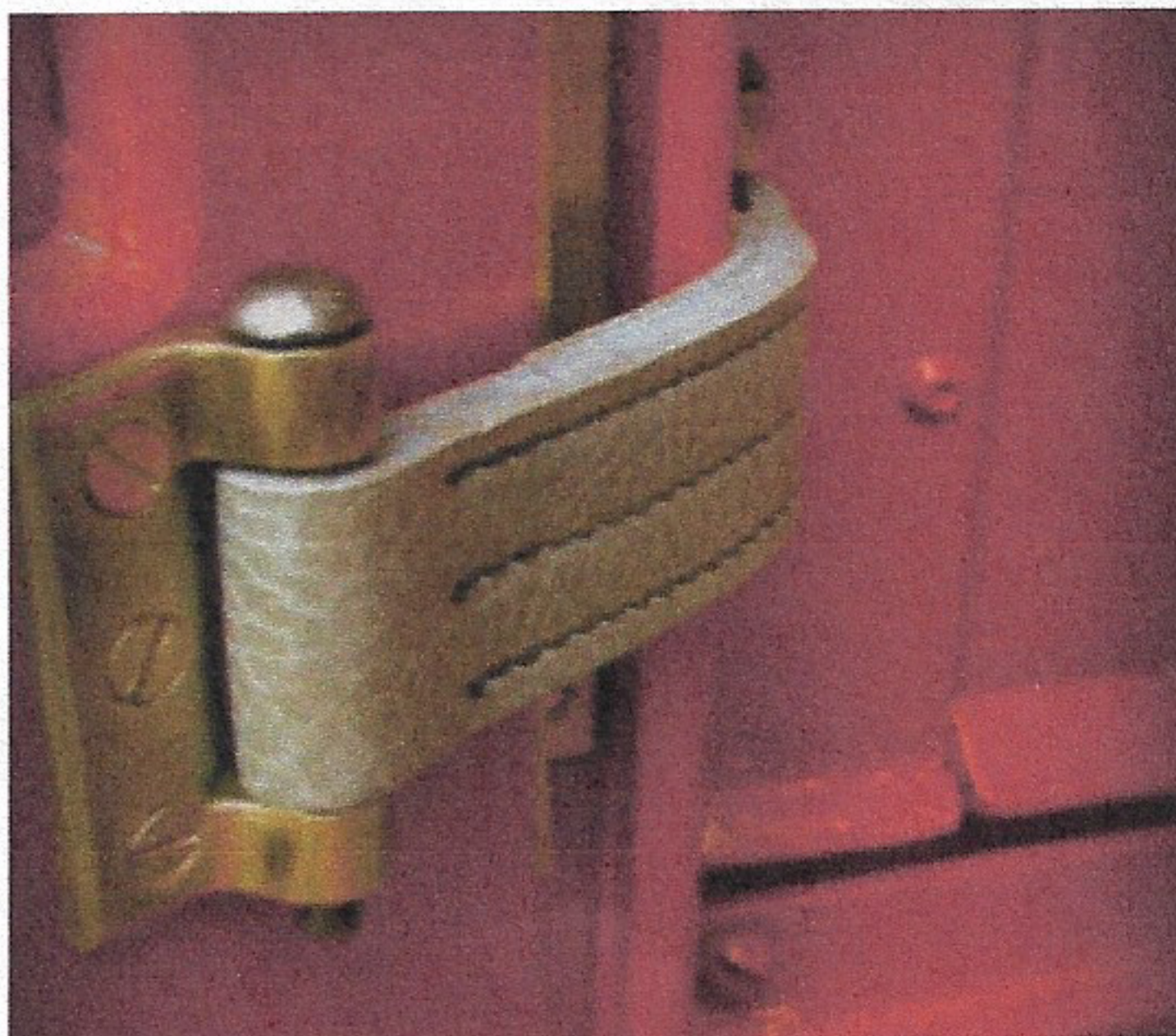
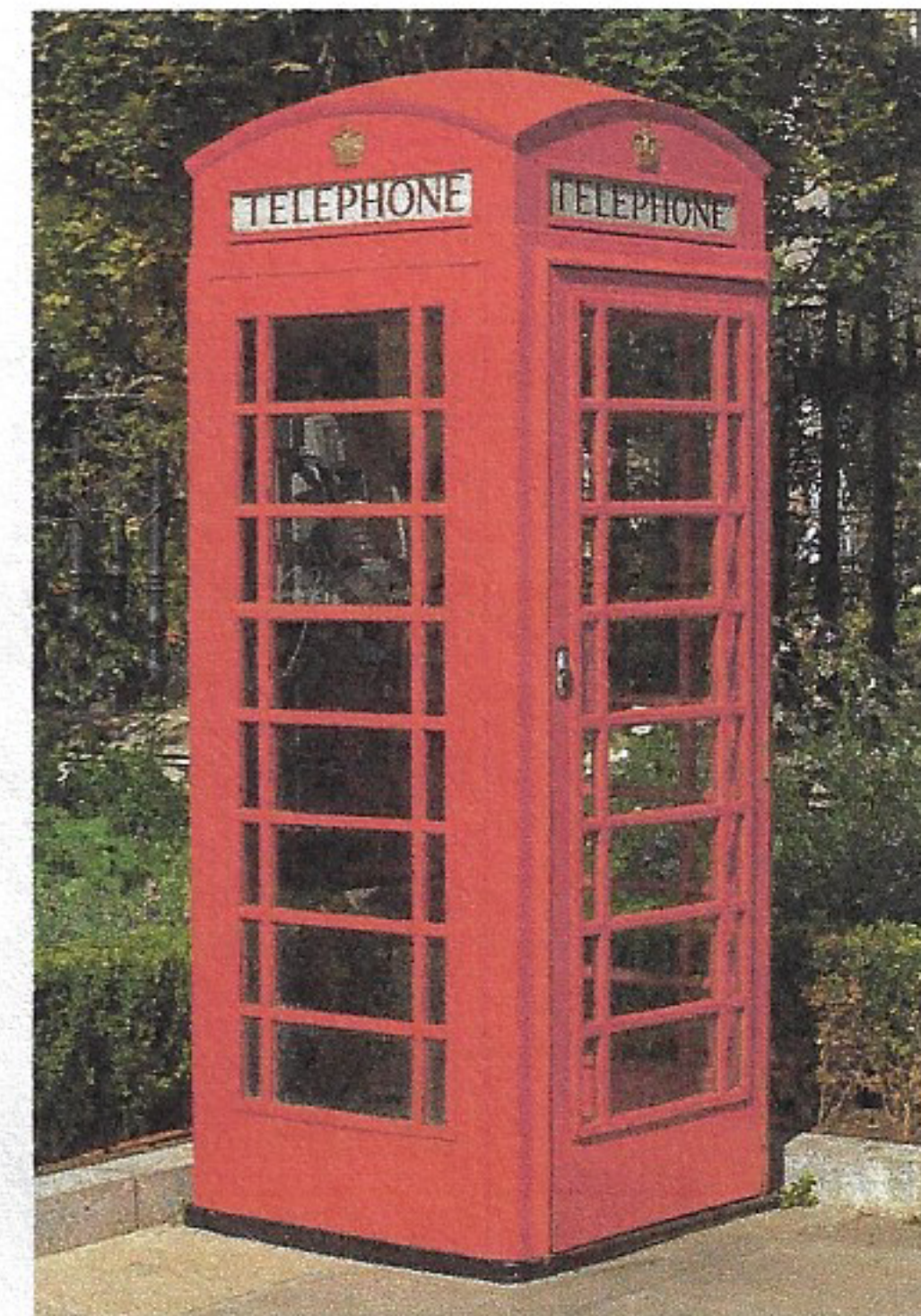
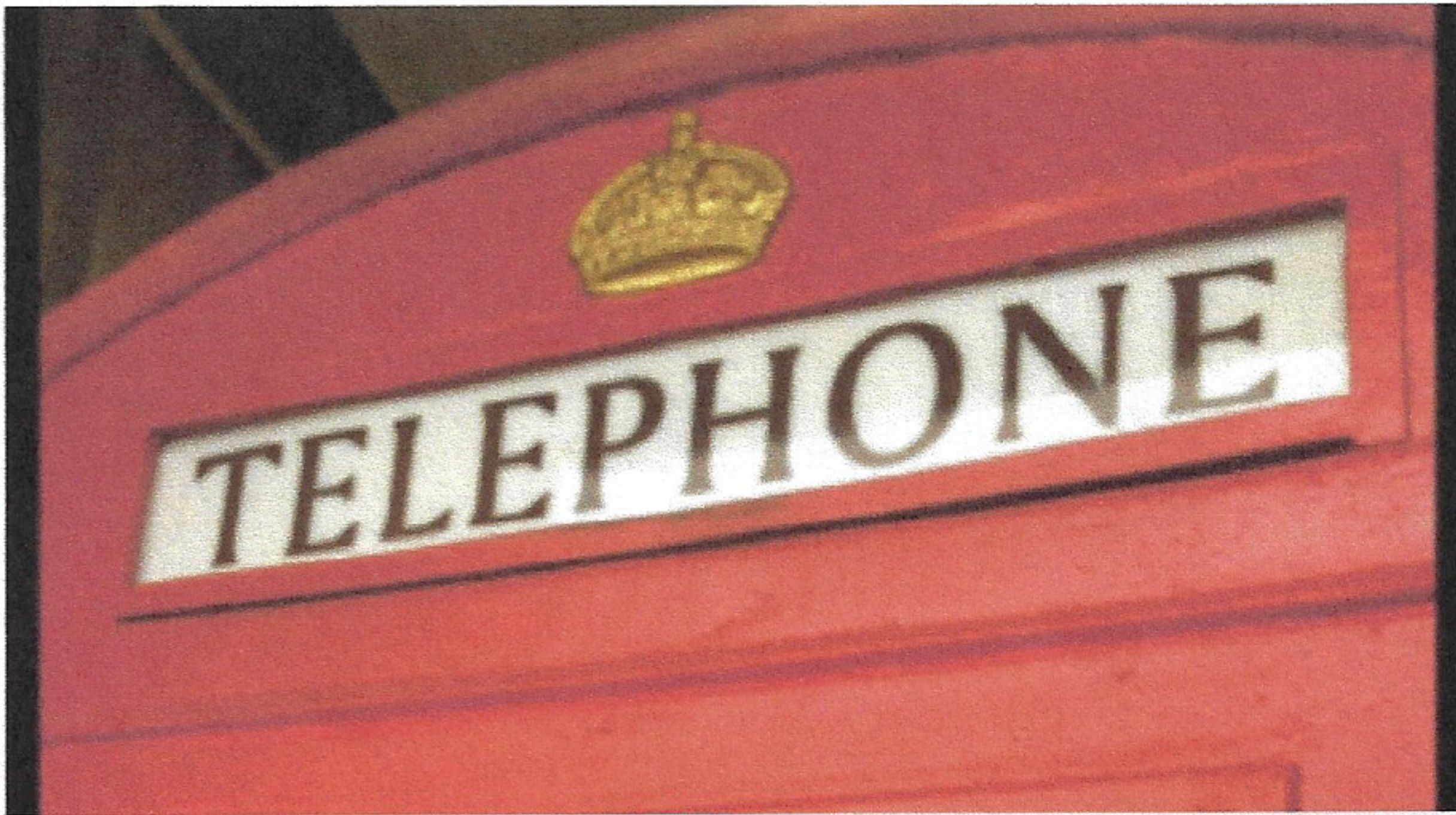
Foundation platform. set concrete blocks over leveled gravel and leveling sand	\$170
Cleaning. kiosk will be cleaned with pressure washer to remove flaking from loose paint and rust	\$50
Sanding & Prep Work. and prep with wire brush to remove remaining rust and loose paint	\$220
pre paint cleaning. clean with tsp to remove remaining dust from sanding	\$0
rust prevention treatment. Use rust remover treatment for removing rust and protecting from future rust	\$70
High Bond Primer. use high bonding primer to prevent peeling on all following coats of primer	\$66

sand and clean. Sand Vacuum and wipe down with tsp for better adhesion of all following coats	\$110
High Bond Primer second coat. Second coat of primer for better coverage, bonding and to avoid paint drips	\$66
sand and clean. Sand vacuum and clean with tsp for better adhesion of all following coats of red enamel	\$110
paint. Apply red paint with weather shield from sherwin williams with 100% acrylic formula provides extra protection from cracking, peeling and blistering	\$200
gold paint. Paint gold accent crown	\$0
install push pull sign.	\$0
install glass. Install provided glass and frames (from England) secure with included tabs and silicone as needed	\$95
install floor insert.	\$50
replace stainless steel door handle	\$20
install adjustable shelving. Adjustable shelf system with metal tracks and wooden shelves	\$75
install solar powered led. solar power spotlight wired to a solar panel on the top side of kiosk. sensor facing the inside of kiosk will activate when someone walks in or near.	\$85
install telephone sign 4X. install 4 panels that say telephone and weather proof with clear silicon.	\$30
replace leather restraining straps and install door hardware.	\$100
Bench Prep. prep, wire brush and clean bench	\$60
Bench Paint. spray with paint and primer in one	\$50
Labor total:	\$1,627

materials Cost	
Description	price
Foundation platform concrete blocks, gravel, sand	\$97
Tsp pre paint chemical cleaner	\$5
rust prevention treatment	\$62
High Bond Primer 2 gal	\$100
Paint 2 gal	\$130

gold paint 24k gold paint	\$10
Stainless steel door handle	\$40
Adjustable shelving	\$105
Solar powered led	\$105
K6 DOOR INSTALLATION KIT	\$200
Bench Paint	\$50
materials total:	\$904

Example pictures



We will deliver a high grade Kiosk restoration. we will use processes and materials to have it fully rated to deal with harsh weather and heat. Entire process will take 3 days from start to finish.

Notes:

total: \$2,531

638 x 105 x 3mm

LITTLE FREE LIBRARY

LITTLE FREE LIBRARY

Converters

[Home](#) / [Currency Conversion](#) / Convert GBP to USD


Convert GBP to USD

Please provide values below to convert GBP [British Pound Sterling] to USD [United States Dollar], or *vice versa*.

From: GBP

To: USD

Result: 1190 GBP = 1584.8430406 USD

based on the Mar. 1, 2022 13:00 exchange rate from openexchangerates.org.

GBP to USD Conversion Table

GBP [British Pound Sterling]	USD [United States Dollar]
0.01 British Pound Sterling	0.0133180087 United States Dollar
0.1 British Pound Sterling	0.1331800874 United States Dollar
1 British Pound Sterling	1.3318008745 United States Dollar
2 British Pound Sterling	2.6636017489 United States Dollar
3 British Pound Sterling	3.9954026234 United States Dollar
5 British Pound Sterling	6.6590043723 United States Dollar
10 British Pound Sterling	13.3180087446 United States Dollar
20 British Pound Sterling	26.6360174892 United States Dollar
50 British Pound Sterling	66.590043723 United States Dollar
100 British Pound Sterling	133.180087446 United States Dollar
1000 British Pound Sterling	1331.8008744605 United States Dollar

How to Convert GBP to USD

1 British Pound Sterling = 1.3318008745 United States Dollar

1 United States Dollar = 0.750863 British Pound Sterling

Example: convert 15 British Pound Sterling to United States Dollar:

15 British Pound Sterling = 15×1.3318008745 United States Dollar =

19.9770131169 United States Dollar

Popular Currency Conversions

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- [MXN to USD](#)
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- [BRL to USD](#)
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- [USD to GBP](#)
- [USD to MXN](#)
- [USD to AUD](#)
- [USD to BRL](#)
- [USD to CAD](#)
- [USD to CHF](#)

shipping

From: Allison Davies (allison.davies@x2connect.com)

To: terrylantrip@yahoo.com

Date: Tuesday, February 15, 2022, 04:35 AM CST

Good Morning,

I have received a shipping quote.

£310.00

Your order is

£880.00

The total is

£1190.00.

I have attached the proof of the custom signs.

The signs are made from 6mm perspex, we don't do them in glass.

Let me know what you want to do.

Many Thanks

Allison



L F L.jpg
39.1kB

X 2 CONNECT LTD
Network Place
Brunel Drive
Newark
Nottinghamshire
NG24 2EG
VAT Reg No: 895296854

Proforma

Page 1

TERRY LANTRIP
LAKE DALLAS
TEXAS
75065
USA

17869

03/03/2022

TERRY

MCC001

Qty Ordered	Product Code	Product Description	Unit Price	Net Amt
1.00	213330-DS	K6 Complete Set of Glass (A)	215.000	215.00
1.00	213332-DS	K6 Complete Set of Glazing Frames	490.000	490.00
1.00	212638-004V	K6 WOODEN FLOOR - Varnished	115.000	115.00
2.00	B1	PERSONALISED SIGN LITTLE FREE LIBRARY	30.000	60.00

Total Net Amount 880.00

Carriage 260.00

Total VAT Amount 0.00

Order Total 1,140.00

Lake Dallas Business Improvement Grant Application Assessment Tool			
Business Name			
Address of Project			
Assessor's Name			
Recommendations			
	24-30	Score	Up to \$10,000
	16-23	Score	Up to \$7,000
	8-15	Score	Up to \$4,000
	0-7	Score	Does not meet criteria to receive grant funds
Rate this grant application by providing your score for each criteria. Scores range 0 – 5, with 5 being the highest score for each criteria listed.			
SCORING CRITERIA	SCORE	NOTES	
Economic Impact (0 – 5 points) (Increases property value, sales tax, jobs)			
Project Design Quality (0 – 5 points)			
Upgrades to Utilities (0 – 5 points) (Increases capacity to area)			
Increases Population (0 – 5 points) (Residents; day or night-time users)			
Structure Improvements (0 – 5 points) (New storefront, entry door(s), windows, lighting, signage, awnings/canopies, cleaning/painting/re-siding, restoring architectural details, removal/alteration of accessibility barriers, attached landscape features, etc.)			
Premises Improvements (0 – 5 points) (Parking lot, screening, dumpster revetments, curbing, irrigation, approved trees, landscaping beds, etc.)			
TOTAL SCORE			

City of Lake Dallas
Business Improvement Grant (B.I.G.) Program Guidelines

I. INTRODUCTION

The Development Corporation Act, Chapter 501-505 of the Texas Local Government Code, authorizes the Lake Dallas Community Development Corporation (LDCDC) to provide economic development grants for land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements found by the corporation's directors to promote new or expanded business development. To this end, the LDCDC has implemented a Business Improvement Grant (BIG) Program. The Program provides technical and financial assistance to real property owners seeking to renovate, restore or add exterior signage, lighting, building façades, or premises improvements at a specific business location. The primary objective of the BIG Program is to promote business development by enhancing the City's commercial corridors through improving the physical appearance of storefronts and the premises of individual businesses.

The BIG Program offers a 1:1 (50%) matching grant up to \$10,000 for the funding of well-designed improvements. Improvements may include the restoration of architectural details, installation of new windows and doors up to current energy code, and well-proportioned signage and lighting. City staff will be available to provide assistance to the applicant through the conceptual stage at no cost to the applicant.

Projects in the City's Downtown Overlay district may be eligible for 2:1 (66%) matching grant up to \$10,000.

II. ELIGIBILITY CRITERIA

To be eligible for participation in the Business Improvement Grant Program, an applicant and the applicant's project must comply with the following criteria:

1. Applicant must be the owner of the commercial real property to which the proposed improvements will be made.
2. The business storefront must be located within the Lake Dallas city limits.
3. Nonconforming signs located on the applicant's property, if any, must be permanently removed as part of the improvements to be made on the property, unless the sign(s) can be established as being historically significant.
4. Applicants must be current on the payment of all ad valorem and local sales and use taxes owed to the City by the applicant or any business entity owned or controlled by the applicant, including those which may be owed with respect to property or businesses that are not the subject to the grant application.

5. The applicant shall have no pending investigations and/or complaints for violations of city ordinances relating to operation and/or condition of the property at the time of application other than those that will be specifically addressed/mitigated by the proposed project.
6. The applicant must be willing to enter into an Economic Development Agreement with the LDCDC setting the terms and conditions of the grant.
7. An applicant shall not have been awarded a BIG Program grant for the same physical address less than three years after the date the reimbursement check was issued for a previous BIG Program grant.

III. DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by a Program grant must be compatible with the character and architecture of the individual building as well as, to the extent appropriate, with other buildings along the street on which the participating storefront is located. Owners of buildings with significant architectural characteristics are strongly encouraged to restore and maintain those features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes and conform to the City's targeted image for the area.

A. Eligible Façade, Premises, and Signage Improvements

Storefronts should be oriented to the pedestrian and provide visual interest both day and night. Efforts should be made to facilitate access into the building and to create a business identity unique to Lake Dallas and/or the respective neighborhood. The following improvements are grant eligible:

1. Restoring details of historically-contributing or significant buildings and removal of elements which cover architectural details.
2. Replacing, adding, or repairing window display areas which are appropriately scaled and facilitate night viewing.
3. Window replacement and window framing which is visible from the street and appropriately scaled to the building.
4. Replacing, repairing, or adding exterior signs that is integrated into the architecture of the building, including the window area, awnings or canopies, and entryways.
5. Replacing, repairing, or adding exterior light fixtures that appropriately illuminate signs, storefront window displays, walkways, and recessed areas of a building façade.
6. Replacing, repairing, or adding awnings or canopies.

7. Installing curbing, irrigation, approved trees (from the Lake Dallas approved tree list), landscaping beds, or other landscaping features attached to the building, where appropriate. All newly-installed landscapes must have underground or drip irrigation or a water harvesting system.
8. Cleaning, repainting, re-bricking, or re-siding of the building.
9. Constructing a new, appropriately-scaled storefront on an existing building.
10. Removing or altering architectural barriers to public accessibility unless removal or alteration significantly changes the historic facade.
11. Installing screening, gates, and dumpster revetments. All installations must comply with construction standards established by the Lake Dallas zoning ordinance. Additionally, fences shall be constructed with the structural members/framing/poles facing the interior of the commercial property, and wood fences and gates are required to be sealed from the elements.

Other improvements will be considered with written approval from the City Manager if they meet the objectives of the Business Improvement Grant Program and are project-eligible per statute and program purpose.

B. Prior Improvements

Alterations and improvements made prior to entering into an Economic Development Agreement with the LDCDC are not eligible for reimbursement.

C. Alterations

The applicant must agree not to change or alter the improvements without prior written approval from the LDCDC for three (3) years from the date the reimbursement check is issued under the Program. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed or altered within three (3) years.

IV. PROGRAM ASSISTANCE

A. Financial Assistance

Funding offered is a matching grant in which the LDCDC reimburses the applicant fifty percent (50%) of total project costs, up to a \$10,000 maximum match for eligible exterior improvements.

Projects in the city's Downtown Overlay district may be eligible for sixty six percent (66%) of total project costs, up to a \$10,000 maximum match for eligible exterior improvements.

Upon completion, the City Manager will review the project. Receipts for labor and materials should be submitted to city staff for review. There will be no reimbursement for work performed by the business or property owner or for work that is reimbursable under insurance. A reimbursement check will only be issued after the project is determined complete and all receipts have been reconciled by the Lake Dallas Business Improvement Grant Program.

The LDCDC reserves the right to award an amount less than the full amount for which an applicant may be eligible. The award of grants by the LDCDC pursuant to the Program is discretionary and, notwithstanding the eligibility of an applicant to apply for a grant pursuant to the Program, no applicant is entitled to be awarded a grant pursuant to the Program.

B. Technical Assistance

City staff can provide guidance on improvements specific to individual storefronts. City staff can provide limited conceptual ideas, but the applicant will be expected to hire his/her own licensed architect or designer for actual detailed concept plans and designs.

C. Application and Information

If a real property or business owner wishes to apply for a Business Improvement Grant, he/she must contact the City of Lake Dallas City Manager's Office at (940) 497-2226.

V. PROCEDURES

All applicants must follow the procedures in the order outlined below.

1. Applicants must meet with City staff for initial project discussions prior to submitting a grant application.
2. Completed applications with all required documents must be submitted to staff.
3. Staff will review the application packet to determine completeness.
4. Staff will meet with the applicant at least once prior to the application being submitted to the Community Development Corporation.
5. The application is reviewed by the LDCDC Board in a LDCDC meeting. The applicant is required to attend the meeting to present the applicant's project and answer questions.
6. If the application is approved, the city attorney will draft an agreement to be signed by an authorized representative of the LDCDC, the owner of the property, and, if determined appropriate, the business owner if the business owner is a tenant of the property being improved.

7. After the agreement has been signed by all parties and returned to the City, and all necessary permits have been issued, project work may begin.
8. A reimbursement check will be issued after the project is determined complete and all receipts have been reconciled by the Lake Dallas Business Improvement Grant Program.
9. All work for approved projects must be commenced within ninety (90) days after the effective date of the Economic Development Agreement and must be completed within one year of the effective date of the Economic Development Agreement, unless an extension is granted by the LDCDC board. Grant extension requests must come through the City Manager's Office.

The Lake Dallas Community Development Corporation reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

VI. General Conditions

1. The applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations. Neither approval of a grant application nor payment of the grant upon completion of the project shall constitute approval of the project by any City department or staff, nor shall approval of such grant application or payment of the grant upon completion constitute a waiver by the City of any safety regulation, building code, ordinance, and other applicable regulation.
2. The applicant shall be solely responsible for overseeing the work, and will not seek to hold the Lake Dallas Community Development Corporation, the City of Lake Dallas, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the Business Improvement Grant Program. By submission of an application, the applicant agrees to indemnify the Lake Dallas Community Development Corporation, the City of Lake Dallas, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.
3. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Business Improvement Grant Program.
4. The applicant authorizes the City of Lake Dallas to promote an approved project, including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in material and press releases.

VII. ADJUSTMENTS and TERMINATION

The applicant understands that the Lake Dallas Community Development Corporation and the City of Lake Dallas reserve the right to make changes in the conditions of the BIG Program as they determine in their sole discretion as warranted at any time, including for applications already pending.

If the applicant seeks to modify their project plan after a grant has been approved, the applicant must meet with the City Manager. Any changes to the plan must be presented to the City Manager prior to any work being performed in order for the project to remain reimbursement eligible. If the modification is a change of scope, i.e. the addition or deletion of a project element(s), the City Manager shall place the item on a future LDCDC agenda for reconsideration. Minor modifications to the project plan such as changes to the construction materials or the color palette may be approved by the City Manager. City Manager-approved changes shall be documented and attached to the signed Economic Development Agreement. All work for approved projects must be completed within one year of the effective date of the Economic Development Agreement unless an extension is granted by the Community Development Corporation.

The City of Lake Dallas has the right to terminate any agreement under the BIG Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with the City of Lake Dallas.