



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Historic Landmark Commission

Monday, November 10, 2025

5:30 PM

Development Service Center

After determining that a quorum is present, the Historic Landmark Commission of the City of Denton, Texas will convene in a Regular Meeting on Monday, November 10, 2025, at 5:30 p.m. in Training Rooms 3, 4 and 5 at the Development Service Center, 401 N Elm Street, Denton, Texas, at which the following items will be considered:

1. PLEDGE OF ALLEGIANCE

- A. U.S. Flag
- B. Texas Flag

“Honor the Texas Flag – I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

2. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

Citizens may complete one Request to Speak “Public Comment” card per night for the “Presentations from Members of the Public” portion of the meeting and submit it to City Staff. Presentations from Members of the Public time is reserved for citizen comments regarding items not listed on the agenda. No official action can be taken on these items. Presentations from Members of the Public is limited to five speakers per meeting with each speaker allowed a maximum of three (3) minutes.

3. ITEMS FOR CONSIDERATION

Interested citizens should arrive at the meeting prior to the scheduled start time. Public comment will be accepted only for those items identified to be "public meeting(s)".

- A. [HLC25-057](#) Consider approval of the October 13, 2025 minutes.

Attachments: [October 13, 2025](#)

4. WORK SESSION

- A. [HLC25-055](#) Receive a report from the Community Services Department on the Minor Home Repair, Rental Repair, and the Neighborhood Empowerment Programs designed to help improve Denton neighborhoods.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)
[Exhibit 2 - Neighborhood Project Matching Grant Application](#)
[Exhibit 3 - Neighborhood Project Matching Grant Information Guide](#)

- B. [HLC25-052](#) Receive a report, hold a discussion, and give staff direction on the potential for a new local historic district generally located along the N Elm Street and N Locust Street corridors between W McKinney Street and W University Drive (U.S. 380).

Attachments: [Exhibit 1 - Agenda Information Sheet](#)
[Exhibit 2 - Elm and Locust Potential Historic District Map](#)

- C. [HLC25-045](#) Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission's request for local historic designation of eligible historic properties.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)

- D. [HLC25-044](#) Hold a discussion regarding the Historic Landmark Commission Project Matrix.

Attachments: [2025 Matrix](#)

5. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Historic Landmark Commission or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Historic Landmark Commission reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on November 3, 2025, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.

MINUTES
HISTORIC LANDMARK COMMISSION
October 13, 2025

After determining that a quorum was present, the Historic Landmark Commission of the City of Denton, Texas convened in a Regular Meeting on Monday, October 13, 2025, at 5:36 p.m. at the Development Service Center, 401 N. Elm Street, Denton, Texas, at which the following items will be considered:

PRESENT: Vice-Chair Shaun Treat, and Commissioners: Patricia Sherman, John Hoenig, Jon Black, and Linnie McAdams

ABSENT: Chair Angie Stripling and Commissioner Heather Gregory

REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

- A. U.S. Flag
- B. Texas Flag

2. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

Citizens may complete one Request to Speak “Public Comment” card per night for the “Presentations from Members of the Public” portion of the meeting and submit it to City Staff. Presentations from Members of the Public time is reserved for citizen comments regarding items not listed on the agenda. No official action can be taken on these items. Presentations from Members of the Public is limited to five speakers per meeting with each speaker allowed a maximum of three (3) minutes.

No presentations from members of the public.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. HLC25-054:** Consider approval of the September 8, 2025, minutes.

Commissioner Sherman moved to approve the minutes as presented. Motion seconded by Commissioner McAdams. Motion carried.

AYES (5): Vice-Chair Shaun Treat, and Commissioners: Patricia Sherman, John Hoenig, Jon Black, and Linnie McAdams

NAYS (0):

- B. HL25-0003:** Hold a public meeting and determine whether the presented expenses resulted in a permanent improvement and/or restoration of a local historic landmark property located at 218 N Locust Street. The site is located on the southeast corner of the intersection of N

Locust Street and E McKinney Street. (HL25-0003, 218 N Locust Street Historic Tax Exemption, Cameron Robertson)

Commissioner McAdams made a motion of approval (as presented). Motion seconded by Commissioner Black. Motion carried.

AYES (5): Vice-Chair Shaun Treat, and Commissioners: John Hoenig, Jon Black, Patricia Sherman and Linnie McAdams

NAYS (0): None

- C. HLC25-039:** Hold a discussion and consider approval of the 2026 Historic Landmark Commission meeting calendar.

Commissioner McAdams moved to approve the item as presented. Motion seconded by Commissioner Sherman. Motion carried.

AYES (5): Vice-Chair Shaun Treat, and Commissioners: Patricia Sherman, John Hoenig, Jon Black, and Linnie McAdams

NAYS (0):

- D. HL25-053:** Receive a report, hold a discussion, and give staff direction on how to recognize the former Park Place station.

Cameron Robertson, Historic Preservation Officer, presented the item. The Commission provided direction to bring back a staff report and provide more history and detail on item.

Vice-Chair Treat moved to have staff bring back a staff report and more information. Motion seconded by Commissioner Black. Motion carried.

AYES (5): Vice-Chair Shaun Treat, and Commissioners: Patricia Sherman, John Hoenig, Jon Black, and Linnie McAdams

NAYS (0):

4. WORK SESSION

- A. HLC25-051:** Receive a report, hold a discussion, and give staff direction regarding Denton's historic district signage.

Cameron Robertson, Historic Preservation Officer, presented the item. The Commission provided direction.

- B. HLC25-050:** Receive a report, hold a discussion, and give staff direction regarding beautification standards and/or expectations for Denton's local historic districts.

Cameron Robertson, Historic Preservation Officer, presented the item. The Commission provided direction.

- C. HLC25-042:** Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission's request for local historic designation of eligible historic properties.

Cameron Robertson, Historic Preservation Officer, presented the item.

- D. HLC25-043:** Hold a discussion regarding the Historic Landmark Commission Project Matrix.

Cameron Robertson, Historic Preservation Officer, presented the item.

5. CONCLUDING ITEMS

With no further business, the meeting was adjourned at 6:36 pm.

X

Angie Stripling
Historic Landmark Commission Chair

X

Carly Blondin
Administrative Assistant

Minutes Approved On: _____



City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Community Services

CM/DCM/ACM: Christine Taylor

DATE: November 10, 2025

SUBJECT

Receive a report from the Community Services Department on grant programs designed to help improve Denton neighborhoods.

BACKGROUND

On October 13, 2025, the Historic Landmark Commission requested additional information from the Community Services Department regarding the following three programs: Minor Home Repair Program, Rental Repair Program, and the Neighborhood Empowerment Program. Below is additional information on the programs, which will be further discussed during the November 10th meeting:

1. **Minor Home Repair Program (MHRP)** assists low and moderate-income homeowners living within the Denton city limits who cannot afford to complete minor repairs that, if left unattended, would jeopardize the health and safety of occupants. Financial assistance up to \$24,500 per household, per year, is available as a grant for eligible home repairs. Common repairs include electrical, plumbing, HVAC, accessibility improvements, or roof repairs or replacement. The program is funded through the Community Development Block Grant, a U.S. Department of Housing and Urban Development (HUD) funded program.
2. The **Rental Repair Program** assists with essential repairs, structural accessibility modifications, and repairs to major systems of rental properties. Financial assistance of up to \$24,500 per unit is provided as a 5-year forgivable loan. In exchange for the loan, the property owner agrees to rent the property at an affordable rate to income-eligible tenants during the term of the loan. The program is funded through the City's General Funds.
3. **Neighborhood Empowerment Program** is a City-funded grant that may award up to \$10,000 in matching funds to reimburse eligible projects that improve the local neighborhood and are accessible to all. Eligible applicants must be registered as an association. The program is funded through the City's General Funds. See Exhibits 2 and 3.

EXHIBITS

Exhibit 1 - Agenda Information Sheet

Exhibit 2 – Neighborhood Project Matching Grant Application

Exhibit 3 – Neighborhood Project Matching Grant Information Guide

Respectfully submitted:
Courtney Douangdara
Deputy Director of Community Services

Prepared by:
Joshua Ellison
Neighborhood Services Manager

Luisa Garcia
Community Development Manager



NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION

- Complete the application in full, do not leave any part of the application blank.
- All volunteer pledged hours require an original signature from the pledging resident.
- If any questions do not apply to your project or event, write or type "N/A."
- Additional sheets may be used if necessary.
- Submit the completed application to the City of Denton at 401 N. Elm St. or email a PDF with all supporting documents to CommunityDevelopment@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City's website.
- All grant funds shall be awarded/ or paid only to groups identified with a particular Denton neighborhood.
- An example of an approved grant application can be found at the end of this document.
- If you still have questions regarding this grant or the application, please call (940) 349-7726 or visit www.cityofdenton.com/grants.

1. Project Title

2. Name of Neighborhood Association or Group

3. Federal Tax I.D. number (if applicable)

4. Name of Partner (if applicable)

5. The number of Households in your Neighborhood Association or Group: _____

6. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program? ☐ Yes ☐ No

7. Name, address, phone numbers, and email of **Neighborhood Association or Group** contact(s):

- a. Name: _____
- b. Mailing Address: _____
- c. City and Zip code: _____
- d. Phone Number: day _____ evening _____
- e. Email: _____
- f. Signature: _____ Date: _____

8. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

- a. Partner Name: _____
- b. Mailing Address: _____
- c. City and Zip code: _____
- d. Phone Number: day _____ evening _____
- e. Email: _____
- f. Signature: _____ Date: _____

- a. Partner Name: _____
- b. Mailing Address: _____
- c. City and Zip code: _____
- d. Phone Number: day _____ evening _____
- e. Email: _____
- f. Signature: _____ Date: _____

9. Check one or more of the appropriate category your project falls within:

☐ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

10. Project Description (describe needs, location, partnerships, and expected results).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

11. Budget Information

a. Total Project Expenses:	\$
b. Total amount of money requested (up to \$10,000):	\$
c. Neighborhood Match	
1. Neighborhood Association Matching Funds:	\$
2. In-kind donations/Services	\$
Volunteer Hours - A minimum 25 percent of Neighborhood Match must come from volunteer hours, at a rate of \$18 per hour . For example, 25 percent of a \$10,000 matching grant is \$2,502, a total of 139 volunteer hours would be required.	
Volunteer Hours _____ x \$18.00	\$
Monetary Donations	\$
Donated Materials or Supplies	\$
Donated Professional Services	\$
Total amount of Neighborhood Match:	\$

12. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.

[illegible]

13. Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed, and Events/Programs held by September 1st).

14. Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.

15. Explain how your project promotes maintenance of the neighborhood and improves the public safety and improves public health residents by preserving and enhancing the environment.

16. Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.

17. Explain how your project promotes “neighborhood,” builds relationships, and promotes cooperation among neighbors?

18. Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?

19. Provide the criteria your group has established in order to measure the success of your project or event.

20. Describe the long-term maintenance required for the project, who will perform the maintenance, and how often. (Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.)

Please note in addition to a completed application, the following are required **BEFORE** the project:

- ☐ Attend a Neighborhood Project Matching Grant Workshop
- ☐ Volunteer Hours Pledge Sheet:
 - A minimum 25 percent of the Neighborhood Match must come from volunteer hours
 - Original signatures from all pledging residents are required
- ☐ W-9 Form
- ☐ Neighborhood Project Matching Grant Agreement
- ☐ City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- ☐ Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- ☐ Final Project Report (no later than 30 days upon completion of the project)
- ☐ Financial Records (invoices, original receipts, contracts, etc.)
- ☐ Photos of finished Project or of Program

VOLUNTEER HOURS PLEDGE SHEET

Project Title: _____

Name of Neighborhood Association or Group:

NAME	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED	ORIGINAL SIGNATURE



NEIGHBORHOOD PROJECT MATCHING GRANT INFORMATION GUIDE

The purpose of the Neighborhood Project Matching Grant is to empower citizens to improve the overall quality of life in their neighborhoods through citizen and government partnerships. The grant matches City and neighborhood resources to complete neighborhood-proposed projects that foster self-help, self-management, and neighborhood pride, as well as enhance and beautify the neighborhood.

Funds are awarded on the basis of merit with a maximum of \$10,000 per project. This is a reimbursement grant. Funding will not be released until the project is completed and proper financial documentation is submitted to the City of Denton Neighborhood Planning Program (CDNPP).

WHO MAY APPLY

Neighborhood associations, homeowner associations, tenant associations, and neighborhood groups may apply.

- All projects are required to have a Citizen Project Coordinator as the liaison between the City and the neighborhood during project development and implementation.
- Matching fund awards will not be made to individuals, single businesses, universities, hospitals, institutions, foundations, political, fraternal, or religious organizations. Government and public agencies, social services district councils, citywide groups, and city developments are also not eligible for the program. Eligible applicants may form partnerships with any of these ineligible groups to plan and implement the project. But the eligible applicant must retain the primary role in the partnership and remain responsible for performing the project.

PROGRAM DESCRIPTION

Eligible neighborhood groups or associations may apply upon the following contingencies:

- Project appropriateness
- Funding availability
- The ability of the applicant to match the award at 100 percent through financial contributions, in-kind donations, or volunteer hours

Qualifying projects must take place within the City of Denton, provide a communal benefit as determined by the Neighborhood Empowerment Grant Advisory Board, and fall within one or more of the categories listed below as a qualifying project.

QUALIFYING PROJECTS

1. **Physical improvements** to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis if it shows to provide a communal benefit to the neighborhood.
2. **Public safety programs or initiatives** such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.
3. **Cultural, educational, and recreational programs** including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.
4. **Neighborhood master plan or comparable studies** that focus on enhancing the neighborhood. These may not contain plans currently being developed by the City.

PROJECT CRITERIA

If applicable, qualifying projects must meet the following criteria:

1. Provide long-term, public benefit to the neighborhood
2. Be located on publicly accessed property (right-of-way, neighborhood common area, etc.)
3. Have demonstrated neighborhood support
4. Be compatible with adjacent properties
5. Directly involve neighborhood residents in all phases
6. Have goals that may be typically accomplished within 12 months or less
7. Must demonstrate appropriate long-term maintenance
8. Be within the City's legal authority and comply with existing City of Denton policies and codes

PROJECT EVALUATION

The Neighborhood Empowerment Grant Advisory Board reviews, evaluates (in accordance to the evaluation sheet), and selects successful applications for final approval by the City Manager. The Advisory Board will evaluate each application based on the following criteria:

- **Project Description and Statement of Qualifications** - the precise description of the project, including needs, benefits to the neighborhood, and sound budget.
- **Implementation Tasks and Schedule** - a clear demonstration of how the project will be accomplished
- **Volunteers, Participation, and Donations Registered with the CDNPP** - demonstrated participation of residents in the project and documented match in forms of letters, in-kind services, or donations.

Neighborhood Project Matching Grant funds are limited. Awards are based on a project's rating, and the most highly rated projects will be awarded first. Projects must take place within the boundaries of the neighborhood; however, exceptions may be made for donated space outside the neighborhood when sufficient space within the neighborhood is not available. Improvement projects that are targeted under the City of Denton Capital Improvement Plan will not be funded under this grant program.

CRITERIA FOR FUNDING APPROVAL

To be considered for funding approval, eligible neighborhood groups with qualifying projects must:

- Successfully complete the grant application process
- Provide original signatures for all volunteer pledged hours
- Provide evidence that the project qualifies for this funding program
- Provide evidence that the requested grant and project was favored by a majority vote of neighborhood association members or a neighborhood group that has received support from 60 percent of the households or businesses to sign a petition for the project
- Assume the lead role and responsibility for the project (Partnerships with non-eligible individuals or groups such as businesses, religious, fraternal or community organizations, educational institutions, political groups and non-eligible neighborhoods may be permitted.)
- Provide advance notice of all other funding sources, both public and private, for the same project
- Contribute to and ensure resident involvement in all phases of the project by making a significant neighborhood donation in dollars, goods, or in-kind services such as volunteer hours (At least one quarter of the neighborhood match must come from volunteer efforts. For example, 25 percent of a \$2,500 matching grant is \$625; and at the approved rate of \$18 per hour, 35 volunteer hours would be required.)

Note: Association officers or members who may provide project consulting or planning services are not entitled to receive a salary or payment for project-related services or operating expenses. Requests for salaries or operating expenses will only be considered for contracted, professional service providers.

CRITERIA FOR DISQUALIFICATION OR FUNDING DENIAL

Applicants may be disqualified or denied grant funding for any one of the following reasons:

- A grant application is submitted after the deadline.
- Required original pledged volunteer signatures are not submitted.
- One quarter of the neighborhood match does not come from volunteer efforts.
- A grant application is incomplete or missing supporting documents such as a budget or volunteer hours.
- The matching labor funds and other donations are not equal to or greater than the full amount of the matching grant.
- The mandatory technical grant workshop is not attended.
- The association, group, or partner has no bank account or Federal Tax ID number.
- Funding under this matching grant program was previously provided, but the neighborhood association or group has not successfully completed the funded project.
- Requests to support the ongoing operating budgets of organizations are not eligible.

APPLICATION PROCEDURES AND TRAINING

Step 1: Schedule to attend a grant-training workshop. The City of Denton may be contacted for training workshop dates, times, and locations. For convenience, training workshops may be scheduled in-person, virtual, or by on-demand recording. Each session will address how to complete the Neighborhood Project Matching Grant application and how to implement a project. Additional information will include an explanation of grant requirements and examples of technical assistance provided.

Step 2: Obtain a grant application by contacting Community Development at (940) 349-7726 or download the application at www.cityofdenton.com/grants.

Step 3: Complete the application. Deliver by mail or hand deliver the original to the City of Denton Community Development at the Development Service Center, 401 N. Elm St., Denton, TX 76201; or email a completed application to CommunityDevelopment@cityofdenton.com.

SELECTING PROJECTS FOR GRANT FUNDING

The Neighborhood Empowerment Grant Advisory Board – consisting of representatives from the following Departments/Divisions:

- Parks and Recreation;
 - Engineering;
 - Planning;
 - Police;
 - Economic Development;
 - Community Improvement Services (Code Enforcement); and
 - Community Development.
1. The Neighborhood Empowerment Grant Advisory Board screens each application and determines if the applicant meets the criteria for funding approval.
 2. Applications are then reviewed and ranked using an “Evaluation Criteria Ranking Sheet.”
 3. Ranked projects are presented for City Manager’s review and approval.
 4. The number of grants awarded will be based on available funding and the Evaluation Criteria Ranking Sheet.

THE APPEAL PROCESS

The City reserves the right to deny any grant request for a project or activity deemed to be inappropriate, offensive, or discriminatory, or for any other reason within the City’s sole discretion.

In the event a grant proposal is denied by the Board, other than for a lack of funding in which no appeal is authorized, the applicant has 30 days to appeal the Board’s decision, as applicable, to either the City’s Human Services Advisory Committee or the Community Development Advisory Committee.

The Human Services Advisory Committee will review appeals associated with:

1. Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.
2. Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.
3. Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

The Community Development Advisory Committee will review appeals associated with:

1. Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case by case basis, if it is shown to provide a communal benefit to the neighborhood.

At a public hearing relative to an appeal, each appeals Committee shall render their decision based on if the grant proposal has met the following criteria:

- Provide long-term, public benefit to the neighborhood
- Be located on publicly accessed property (right-of-way, neighborhood common area, etc.)
- Have demonstrated neighborhood support
- Be compatible with adjacent properties
- Involve neighborhood residents directly in all phases
- Have goals which can be accomplished normally in 12 months or less
- Must demonstrate appropriate long-term maintenance
- Be within the City's legal authority and comply with existing City of Denton policies and codes

The decisions of the appeals Committees will be final; however, in no event will the denial of a grant application preclude the applicant from reapplying to subsequent grant cycles.

GRANT PROGRAM CONDITIONS

Once the City awards a grant, the following documents must be signed:

- Neighborhood Project Matching Grant Agreement; and
- City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.

After the documents are executed, a check may be prepared and disbursed for the necessary materials or supplies included in the approved application/budget. Funding for volunteer hours, in-kind donations, or project services identified in the budget may not be reimbursed until after such service is rendered and verified by the City. Checks will be made out to associations or project partners with Tax ID only. A W-9 form is required with every application.

Grant funding recipients must submit a monthly project status report that may include pictures, a description of completed portions of the project, and financial records such as invoices, receipts, contracts, and vouchers. A final project report with original documentation must be submitted to the CDNPP no later than thirty (30) days after the completion of the project.

Projects are to be completed within the period specified in the grant award. If no significant progress has been made after six months following the award of the grant funds, the Neighborhood Empowerment Grant Advisory Board will assess the status of the project and determine if it should be continued or terminated. Any project scheduled for completion by the end of the fiscal year (ends Sept. 30) must be completed and approved for reimbursement no later than Sept. 1 of that year. If this deadline is not met, the project may not be continued until a new application is submitted and approved. In addition, if the deadline for reporting and completing the project is not met, the association or group could be denied the opportunity to receive future grant funds under this or other grant programs.

The grant program recipient as a whole is responsible for repairing any public or privately owned fixtures, sidewalks, vegetation, or other features that may be damaged during the course of implementing the project.

Grant recipients must comply with all applicable laws, rules and regulations, as well as obtain all required permits for signs, structures, right-of-way work, etc.

Unless the City agrees to other arrangements in advance, the City will only continue its current level of maintenance in and around the project site after the project is completed. Maintenance of the project area over and above the City's routine maintenance remains the responsibility of the grant recipients. Exceptions will be considered on a case-by-case basis by the Neighborhood Empowerment Grant Advisory Board, as well as by the City Manager or his designee. Approval will be rendered on the basis of benefit to the public.

NEIGHBORHOOD PROJECT MATCHING GRANT GLOSSARY OF TERMS

Budget estimate – projected expenses for project materials, applicant match, volunteer hours, in-kind donations, cash, etc.

Citizen Project Coordinator – neighborhood resident who is the liaison between the City and the neighborhood.

Deadline – a specified time or date after which completed applications will no longer be considered.

Donations – goods or services with a measurable value given to an association and/or applicant.

Homeowner's Association (HOA) – a mandatory association that is formed when a subdivision is planned and dues are assessed.

In-kind – a value placed on materials, supplies, and/or professional service donations that may be counted toward the grant match. (For example, a donation of landscape material that retails for \$100 would count as a \$100 match).

Maintenance – the applicant's ongoing care of the project and surrounding area, such as weeding, mowing or watering a landscaped median area.

Match – applicant-provided cash, goods, services, and volunteer hours that are equal to the grant request. (Volunteer hours are valued at \$18/hour).

Neighborhood Group – individuals from five or more neighboring businesses and/or households within the city limits of Denton.

Neighborhood Association – a voluntary group of people living in a specific area who came together for the betterment of the neighborhood. (May include HOAs and tenant association).

Tenant Association – renters at an apartment complex.

Public benefit – the positive effects of a project or program upon the community or city-at-large.

Public property – any City-owned land, facility or structure such as recreation centers, parks, or public rights-of-ways.

Right-of-way – any street, avenue, boulevard, highway, sidewalk, alley, or similar place dedicated for vehicular and/or pedestrian use which is controlled by the city, state, or federal government.

FREQUENTLY ASKED QUESTIONS

1. How many times may my association apply for funding?

Associations or groups may apply one time each fiscal year. The City of Denton's fiscal year begins Oct. 1 and ends Sept. 30.

2. How do I access funds allocated to my project?

Upon prior approval of the City Manager and completion of project or implementation of program, neighborhood organizations or project partners that have a Federal Tax ID number may receive a check in the amount of the grant to be deposited into the organization's bank account.

3. What if my application is not approved?

You may request feedback on your application with the Neighborhood Empowerment Grant Advisory Board and are welcome to resubmit your application or you may exercise the appeal process. Community Development is available to assist you with your application.

ELIGIBLE PROJECTS

Below are examples of eligible projects. This is not an all-inclusive list. Applicants are encouraged to submit creative ideas for matching grants.

- Community gardens and landscaping
- Educational program such as lawn care and property maintenance
- Neighborhood signage or identity
- Public art or amenity
- Neighborhood parks and related improvements
- Right-of-way improvements
- Environmental improvements
- Youth programs
- Senior programs
- Programs for persons with disabilities
- Traffic safety
- Community health fair
- Community festivals

(Food cost may not exceed ten percent of the project's total costs.)

INELIGIBLE PROJECTS OR PROJECT EXPENSES

- Motor vehicles of any kind for any purpose
- Payment to individuals or companies to provide services that are available from the City of Denton
- Purchase of real property in the name of the association or any other group, individual, or organization
- Mobile phones, services, associated air time, or similar electronic devices
- Money for individuals, organizations, or groups for their private use or for uses that do not benefit the neighborhood at large (This includes payment for services as rent, telephones, utilities, and internet.)
- Social, political, or fraternal organization memberships
- Field trips or admissions
- Cash prizes
- Yard equipment, chainsaws, weed-eaters, lawnmowers, or similar equipment, unless part of an approved community tool shed (Rental of equipment is permitted.)

NEIGHBORHOOD MATCHING GRANT APPLICATION
FORM (EXAMPLE) AND SUPPORTING DOCUMENTS



NEIGHBORHOOD PROJECT MATCHING GRANT
APPLICATION

- Complete the application in full, do not leave any part of the application blank
- If any questions do not apply to your project or event, write or type "N/A"
- Additional sheets may be used if necessary
- Submit the completed application to the City of Denton at 215 W. Hickory St. or email a PDF with all supporting documents to pz@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City's website.
- If you have questions regarding this grant or the application, please call (940) 349-8541.
- For additional information, visit www.cityofdenton.com/neighborhood

1. Project Title Amenity Center / Common Area Upgrade
2. Name of Neighborhood Association or Group
Sundown Ranch HOA
3. Name of Partner (if applicable)
NA
4. The number of Households in your Neighborhood Association or Group 552
5. Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program? ☐ Yes ☒ No
6. Federal tax I.D. number (if applicable)

7. Name, address, phone numbers, and email of **Neighborhood Association or Group** contact person(s):

- a. Name
- b. Mailing address
- c. City and zip code Denton, Texas 76210
- d. Phone number - day evening
- e. email
- f. Signature Date 8.31.17

8. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

- a. Name NA
- b. Mailing address _____
- c. City and zip code _____
- d. Phone number - day _____ evening _____
- e. email _____
- f. Signature _____ Date _____

9. Check one or more of the appropriate category your project falls within:

☒ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

10. Project Description (describe needs, location, partnerships, and expected results).

The Sport Court had missing tiles and became a safety issue. We removed them, now the court will be painted and last many more years. We only have three swings with a baby swing. We wanted to provide more physical play so we added outside slide, spring toys and titer tower. For safety we needed more mulch as the area became larger. Indoor play gym was a safety issue with rotted wood. It had to be replaced and more mulch added. All projects are located @ Amenity Center Complex.

Page - 3

12. Budget Information

- a. Total project expenses: \$ 17,443.91
20,379.91
- b. Total amount of money requested (up to \$10,000): \$ 10,000.00 8,821.95
- c. Neighborhood Match
1. Neighborhood Association Matching Funds: \$ 7264.00
2. In-kind donations/Services
- Volunteer Hours - A minimum **25 percent** of Neighborhood Match must come from volunteer hours, at a rate of **\$18 per hour**. For example, 25 percent of a \$10,000 matching grant is \$2,502, a total of 139 volunteer hours would be required.
- \$ 2736.00
- Monetary Donations \$ 0
 - Donated Materials or Supplies \$ 0
 - Donated Professional Services \$ 0
- Total amount of Neighborhood Match: \$ 10,000.00

13. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.

See attached

13. Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed and Programs held by September 1).

April 2017 is when started ordering material such as playground equipment, mulch, paint for the Sport Court. Projected will be completed September 11, 2017

14. Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.

Our Amenity Center will become a gathering place for more members of the community because we will have upgraded the areas with more and better equipment that will last longer and be much more inviting to our homeowners to gather and want to use. It will enhance the quality of life and pride in our neighborhood.

15. Explain how your project promotes maintenance of the neighborhood and improves the public safety and improves public health residents by preserving and enhancing the environment.

We will be replacing old worn out materials with new modern that are designed to last longer.

16. Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.

We had volunteers to remove Sport Court pads and Clean it.

We had volunteers to remove old mulch and spread new.

17. Explain how your project promotes "neighborhood," builds relationships, and promotes cooperation among neighbors?

We had neighbors who did not know one another come together. They volunteered and became friends. They shared tools and time. All the while building relationships.

18. Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?

All our residents are at different income levels and ethnic groups. It did not stop any of them from getting down & dirty, hot, sweaty, and tired all together for a common cause.

19. Provide the criteria your group has established in order to measure the success of your project or event.

The community came together so the standards of our community could remain intact and grow and become a place people wanted to move to not from.

20. Describe the long-term maintenance required for the project, who will perform the maintenance, and how often. (Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.)

We need to insure that the areas improved stay clean and hazardous free. Equipment will be regularly checked by Property Manager and Board of Directors.

Please note in addition to a completed application, the following are required **BEFORE** the project:

- ☒ Attend a Neighborhood Project Matching Grant Workshop
- ☒ Volunteer Hours Pledge Sheet (A minimum 25 percent of the of Neighborhood Match must come from volunteer hours)
- ☒ W-9 Form
- ☐ Neighborhood Project Matching Grant Agreement
- ☐ City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- ☒ Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- ☐ Final Project Report (no later than 30 days upon completion of the project)
- ☐ Financial Records (invoices, original receipts, contracts, etc.)
- ☐ Photos of finished Project or of Program

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Amenity Center / Common Area Upgrade

Name of Neighborhood Association or Group:

Sun down Ranch HOA

152

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
		removed spout spg shovels mulch	28
		removed spout spg	2
		removed spout spg	7
		removed spout spg	4
		removed spout spg	4
		removed spout spg rem one mulch	8
		removed spout spg	8
		removed spout spg	8
		removed spout spg	8
		removed spout spg	8
		laid mulch	1
		laid mulch	2 1/4
		shovels mulch	2
		shovels mulch	2
		shovels mulch	4
		shovels mulch	4
		shovels mulch	4
		shovels mulch	4
		shovels mulch	4
		shovels mulch	4
		shovels mulch	2
		" "	2
		" "	4
		" "	8

Project Title: Amenity Center / Common Area Upgrade

Sunflower Ranch HOA

[illegible]

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Play yard at Sundown Ranch

Name of Neighborhood Association or Group: Sundown Ranch HOA

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
[Redacted]	[Redacted]	* meet to discuss	28
		meet to discuss	28
		meet to discuss	28
		meet to discuss	28
		meet to discuss	28
[Redacted]	[Redacted]		26
		removed sport cage	10 hrs.
		" " "	2 hrs.
		" " "	2 hrs.
			2 hrs.
		" " "	7 hrs.
		" " "	4 hrs.
		" " "	4 hrs.
			8 hrs.
			8 hrs.
			8 hrs.
			8 hrs.
			8 hrs.
			1 hr

* first meeting to discuss and decide what play equipment needed and cover for sport court the rest of hours will be earned by putting play equipment in place

Signup Sheet for Volunteers:

1. To remove mulch

X Name: <u>Ann</u>		
Address: <u></u>		
Phone: <u>585</u>		
X Name: <u>B</u>		
Address: <u></u>		
Phone: <u>5</u>		
Name: <u>U</u>		<u>ther 1 1/2 hr</u>
Address: <u></u>		
Phone: <u></u>		<u>902</u>
Name: <u></u>		<u>son 1 1/2 hr</u>
Address: <u></u>		<u>to</u>
Phone: <u></u>		
Name: <u></u>		<u>2 1/2 hr + 8</u>
Address: <u></u>		
Phone: <u></u>		
Name: <u></u>		<u>4 hrs</u>
Address: <u></u>		<u>ado dr</u>
Phone: <u></u>		<u>5601</u>
Name: <u></u>		<u>is 4 hrs</u>
Name: <u></u>		
Address: <u></u>		<u>acado dr</u>
Phone: <u></u>		<u>5601</u>
Address: <u></u>		
Phone: <u></u>		
Name: <u>C</u>	<u></u>	<u>4 hrs</u>
Name: <u>U</u>	<u></u>	<u>4 hrs</u>
Name: <u>M</u>	<u></u>	<u>4 hrs</u>

41

Al [redacted] 7
 H [redacted] 4 hrs
 M [redacted] (Lodkinson) 4 hrs
 A [redacted] 8
 [redacted] 8
 [redacted] 8
 H [redacted] tonic 8
 R [redacted] enough 8
 K [redacted] 8
 A [redacted] 8
 [redacted] 11
 V [redacted] ties
 M [redacted] ck 1 hr

Volunteer for grant

2 1/4 hrs.

4 [redacted] 2

[redacted] h

[redacted] lt - ~~10/10~~

[redacted]

Special

[redacted]

3. Help Spread New Mulch

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

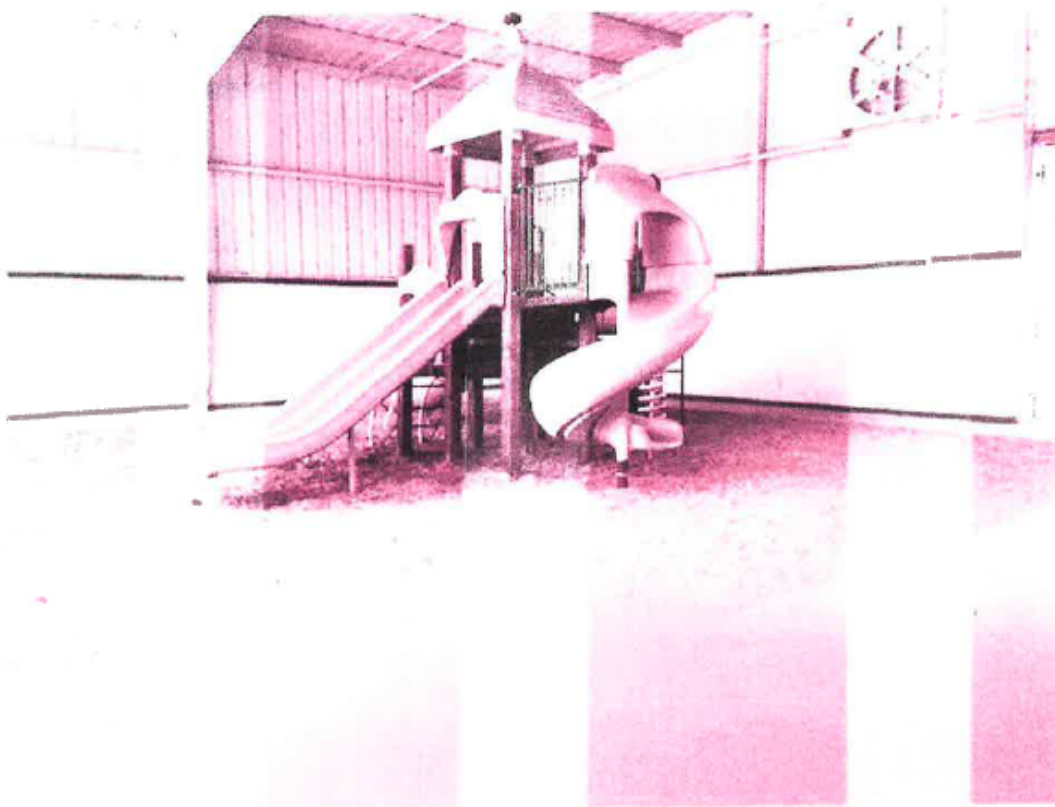
Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____



<https://gm1.ggpht.com/t3blSbp25PHQxUUNo1KATuDVuFDkh0ltpNvlG1Jthsawlld0EUT...> 8/31/2017



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https://gm1.ggpht.com/xFCJ4CCz_fMQkVCmG_mQLMo_HYxF2iRluo_a8zbZbU5T3p-S... 8/31/2017



201707: View

Open with





PLAY... It's What We Do Best!

Prepared By Brian Latture
 Email brian@apcplay.com
 Phone (888) 401-6446 x108
 Fax (888) 723-6231

Contact Name V [Redacted]
 Email vr [Redacted] ent.com
 Phone (4 [Redacted])

Quote Number [Redacted]
 Quote Name Sundown Ranch (Playground Equipment Quote)
 Created Date 3/28/2017
 Expiration Date 5/1/2017

Bill To Name Texas Star Community Management
 Bill To 6401 Custer Road
 Suite 2020
 McKinney, Texas 75070

Ship To Name Texas Star Community Management
 Ship To 3449 Sundown Blvd
 Denton, Texas 76210

Product	Product Code	Line Item Description	List Price	Sales Price	Quantity	Total Price
4' Freestanding Wave Slide	TFR08034XX	4' Freestanding Wave Slide	\$3,249.00	\$3,249.00	1.00	\$3,249.00
Jet Plane Spring Rider - Double Seat	90018316XX	Jet Plane Spring Rider - Double Seat	\$1,240.00	\$1,240.00	1.00	\$1,240.00
Classic Teeter	90017009XX	Classic Teeter	\$826.00	\$725.00	1.00	\$725.00
Whale Rider	90018201XX	Whale Spring Rider features single-piece rotomolded plastic body with spring, hardware, and instructions. • Child Capacity: 1 • Use Zone: 14' x 15'	\$578.00	\$578.00	1.00	\$578.00
Frog Rider	90018202XX	Frog Rider	\$578.00	\$578.00	1.00	\$578.00
2-Hump M-Style Bike Rack - In Ground Mount	MSBR2XX	2-Hump M-Style Bike Rack - In Ground Mount	\$384.00	\$384.00	1.00	\$384.00

Subtotal \$6,754.00 Shipping and Handling \$769.00
 Tax \$557.21
 Grand Total \$8,080.21

Items to Note & Special Instructions

Product normally ships within 3-4 weeks from when your order is processed. Price EXCLUDES: assembly, sitework, underground line location, permits, lift gates & impact fees. Site must be clear, level and accessible at time of installation. If rock, concrete or any obstacle is found during installation, additional charges may apply. Customer is responsible for any taxes that may apply. Specific vendor registration and/or insurance requirements may result in additional fees. If order is cancelled a 25% fee may be assessed.

I APPROVE THIS PROJECT. LETS GET STARTED!

Approval and acceptance of this proposal may be executed by signing below and faxing or emailing back to the contact information listed above. Unless prior arrangements are approved, payment of equipment due in full upon receipt of invoice. By signing below, you agree to the terms and conditions found here: <https://apcplay.com/terms-conditions/>.

Company:

Date:

Authorized Purchaser:

Title:



Child's Play, Inc.

10661 Shady Trail
Dallas, TX 75220
(P) 972-484-0600 (F) 972-484-0333

BILL TO
Sundown Ranch
3449 Sundown Ranch
Denton, Tx 75070

SHIP TO

D
S
3
D

ch

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2017	07/19/2017	\$1,688.70	08/18/2017	Due on Completion	

P.O. NO.	PROJECT	SALES REP
Signed Quote	EWf for 2 areas	GL

DESCRIPTION	QTY	PRICE EACH	AMOUNT
Wood Fiber Engineered Wood Fiber	60	26.00	1,560.00

Quantity is rounded up to nearest 5 yard increment. Total is for 2
play areas

Installation is not included.

SUBTOTAL	1,560.00
TAX (8.25%)	128.70
TOTAL	1,688.70
BALANCE DUE	\$1,688.70

AUG 16 2017

RTM

Bull'sEye Design Concepts

3214 Blackburn St
Dallas, TX 75204
Phone 214-536 7104

Email: derrickturnbull@gmail.com

No 7177

Proposal

CUSTOMER		Notes	
Name	[Redacted] Sundown Ranch HOA	Date	7/17/17
Address	[Redacted] Blvd	Install Date	
City	Denton	Rep	
State	TX	FOB	
Zip	76210		
Phone	(817) 899 8578		
Email	[Redacted]@earthlink.net		
PRODUCT			
Qty	Description		Total
1	Flexi Pave Acrylic, Basketball Court (Surface and lines only) Approx. 35 x 60 2300 SF		\$4,900
	Two Tone Colors with Painted court lines for Basketball HS 3 point line		
1	Repaint the lines for the indoor hoop court		\$2,975
Total			\$7,875
Notes		Shipping & Handling	
Date		Tax Rate(s) NC	
		Total Due	
		Deposit Due	
SPECIAL INSTRUCTIONS			
Payment terms 60% upon approval of bid 40% upon completion			
Pricing good for 30 days from date			
We appreciate your business!			

[Redacted] 8-16-17

THIS CHECK IS VOID IF MICRO PRINT SIGNATURE IS UNREADABLE UNDER MAGNIFICATION

Sundown Ranch Owners Association, Inc.

6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

1

1

Check Date

Aug 22, 2017

4725.00

Check Amount

\$4,725.00

Four Thousand Seven Hundred Twenty Five Dollars and Zero Cents *****

Pay to the order of

Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

11 11 11 11

ORIGINAL CHECK HAS A WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

THIS CHECK IS VOID IF MICRO PRINT SIGNATURE IS UNREADABLE UNDER MAGNIFICATION

Sundown Ranch Owners Association, Inc.

6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

1

1

Check Date

Sep 12, 2017

3150.00

Check Amount

\$3,150.00

Three Thousand One Hundred Fifty Dollars and Zero Cents *****

Pay to the order of

Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

11 11 11 11

ORIGINAL CHECK HAS A WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
SUNDOWN RANCH OWNERS ASSOCIATION

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ☐ Exempt payee
☐ Other (see instructions)

Address (number, street, and apt. or suite no.)
LEGACY DRIVE, SUITE
City, state, and ZIP code
FRISCO, TX 75034

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
[] [] [] - [] [] - [] [] [] []

Employer identification number
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person **Date** 10.9.17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

DCM: Cassey Ogden

DATE: November 10, 2025

SUBJECT

Receive a report, hold a discussion, and give staff direction on the potential for a new local historic district generally located along the N Elm Street and N Locust Street corridors between W McKinney Street and W University Drive (U.S. 380).

BACKGROUND

At the June 9, 2025, Historic Landmark Commission (HLC) meeting, the commission requested to discuss the potential creation of a new historic district encompassing properties along the N Elm Street and N Locust Street corridors generally located between W McKinney Street and W University Drive (the 'Area'). According to Denton's Historically Eligible Structures map, there are one-hundred and ten (110) historically eligible structures located along these two corridors (see Exhibit 2 or click [here](#) for the Historically Eligible Structures Map).

In Subsection 2.9.3.B.1. of the Denton Development Code (DDC), the designation of an area as a historic district may be initiated by the HLC or by written petition with signatures of more than 50 percent of the owners of the property within the proposed district who collectively own more than 50 percent of the land area within the proposed district. In addition to the DDC, the Texas Local Government Code Section 211.0165 regulates the designation of local historic landmarks and districts, requiring property owner consent for designation or inclusion. If the owner(s) does not consent, a three-fourths vote from both the City of Denton's City Council and Planning and Zoning Commission or Historic Landmark Commission would be required.

Staff seeks direction on how the HLC would like to proceed, by choosing one of the three Options listed below:

1. HLC to pursue the historic district designation for the Area.
2. HLC to reach out to property owners in the Area to discuss their interest in designating the neighborhood as a historic district and have property owners pursue the designation.
3. HLC to not pursue the historic district designation nor discussions with property owners.

For **Option 1**, the first step would be for the HLC to finalize the proposed boundary for the new historic district. The next step would be for the HLC to determine which of the criteria the proposed district meets, knowing that at minimum two criteria must be met (DDC Section 2.9.3).

- Include buildings, structures, or sites that have common character defining features and be of common form.

- Include buildings, structures, or sites which are similar in size, massing, and scale.
- Have a common streetscape or have similar spatial relationships or contain common visual qualities such as vegetation, vistas, orientation, set back, spacing, site coverage, exterior features, or materials.
- Contains properties and an environmental setting that meets two or more of the criteria for designation of a landmark (see DDC Section 2.9.4).

Once these first two steps are completed, the HLC would need to create a list and notate on a map a list of specific buildings, structures, sites, areas, or lands of importance considered contributing to the proposed historic district and a description of the particular importance or value of each. Additionally, any state and national landmarks listed within the proposed district boundary would need to be notated in the list and on the map. To support the proposed historic district's creation, sufficient photographs of each building, structure, site, area, or land of importance or value, showing the condition, color, size, and architectural detail of each would need to be provided, and where possible the date of construction, builder or architect, chain of uses and ownership, architectural style, building materials, and construction technique.

With the completion of the steps above, the application would be complete, and a formal application could be submitted to the Historic Preservation Officer for review. Under Option 1, although the HLC would be responsible for preparation of the application materials, the individual property owners would still need to be consulted and provide their consent to being included within the proposed district; otherwise, the supermajority vote requirements would be triggered for the inclusion of any non-consenting properties.

For **Option 2**, much of the process would remain the same with the distinction that the property owners would be the ones preparing the application materials; however, in addition to the previously mentioned steps, the property owners would be required to acquire signatures of more than 50 percent of the owners of the properties within the proposed historic district who collectively own more than 50 percent of the land area prior to formalize submission of the completed application. To calculate the 50 percent, the property owners within the proposed district would need to:

- Count each property as listed on the tax rolls individually.
- Properties owned by governmental entities cannot be counted, although their written preference may be submitted to any board, commission, or to City Council for their consideration.
- For properties owned by more than one party, only one property owner need submit written support in order for the HPO to count the property in the calculation.

The same requirements for a supermajority vote would be triggered under state law if the property owners proposed to include any property for which the owner has not consented to its inclusion within the historic district.

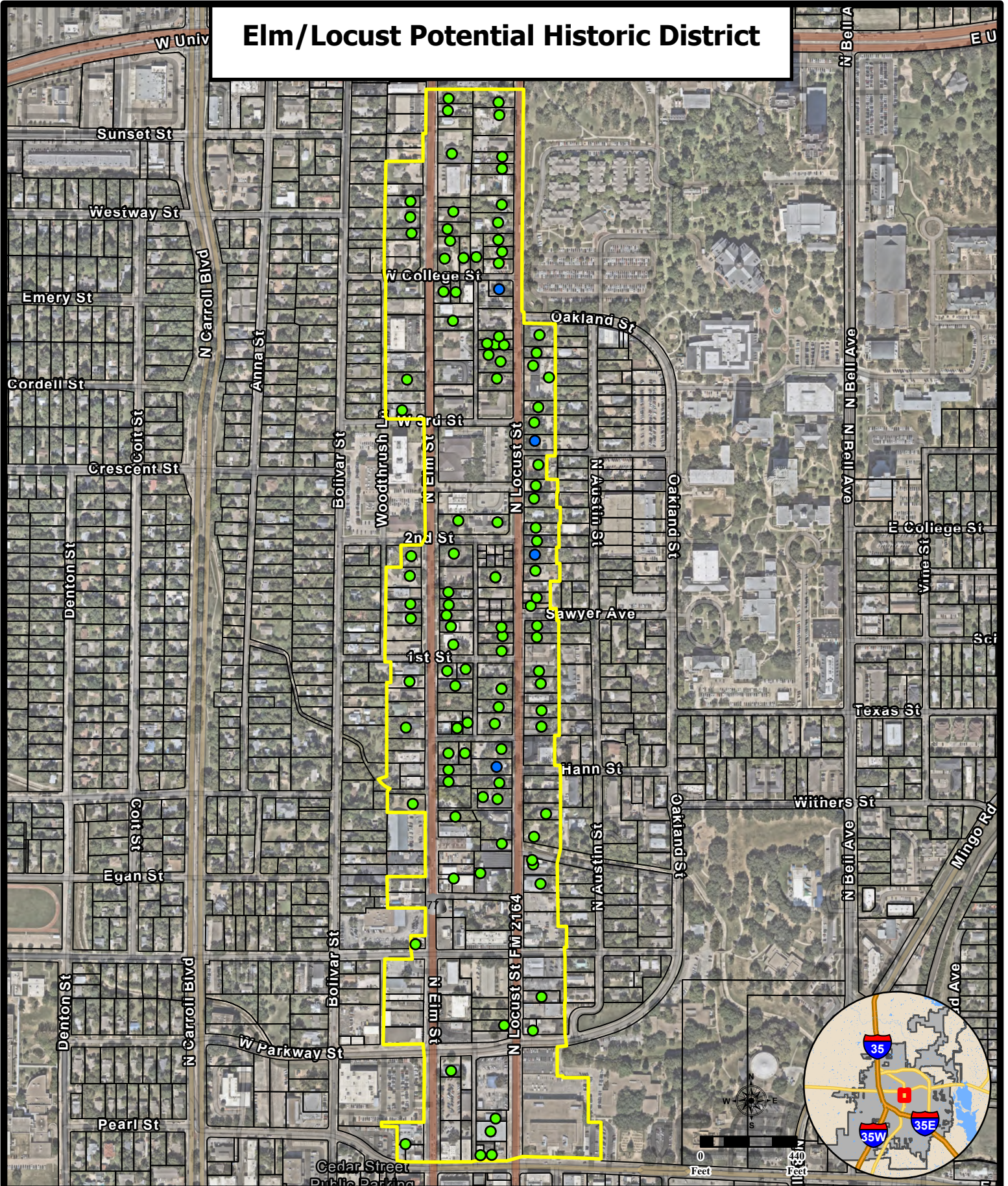
EXHIBITS

1. Agenda Information Sheet
2. Elm and Locust Potential Historic District Map

Respectfully submitted:
Hayley Zagurski, AICP
Planning Director

Prepared by:
Cameron Robertson, AICP
Historic Preservation Officer

Elm/Locust Potential Historic District



Legend

Parcels

Potential_Boundary

Historical Eligible Structure Database

Historically Designated Structure (4)

Historically Eligible Structure (110)

Spatial Reference: NAD 1983 StatePlane Texas North Central FIPS 4202 Feet

Author: Development Services GIS - 2930105

Date: 11/3/2025 11:04 AM

This information is solely for general reference and is not to be relied upon for legal, engineering, or surveying purposes. It does not replace an on-site survey and provides only an approximate location of property boundaries. While every effort has been made to ensure accuracy, no guarantee is implied. The use of this map indicates acknowledgment that the data may not be entirely accurate.





City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

DCM: Cassey Ogden

DATE: November 10, 2025

SUBJECT

Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission's request for local historic designation of eligible historic properties.

BACKGROUND

At the November 14, 2022, HLC meeting, staff started including a standing agenda item that pertains to the designation of local historic properties. Commissioners have the opportunity to bring forward one to two properties from Denton's Historically Eligible Structures map to discuss and vote on. A Commissioner proposing a property for local designation consideration will have a maximum of two-minutes to justify the need for designation of the property. Remaining Commissioners will then have a maximum of one minute each to provide feedback and indicate their support for the designation. Each proposed property will need a minimum of four Commissioner votes to pursue designation of the property. If the property receives four or more votes, the property will be added to an active designation list to be maintained by staff for the HLC. The HLC will have the opportunity to utilize the list to reach out to property owners to encourage the designation of their property or properties.

EXHIBITS

1. Agenda Information Sheet
2. Denton's [Historically Eligible Structures](#) Map

Respectfully submitted:
Hayley Zagurski, AICP
Acting Planning Director

Prepared by:
Cameron Robertson, AICP
Historic Preservation Officer

2025
Historic Landmark Commission
Requests for Information

Request		Request Date	Status
Template/agenda to be utilized by HLC members at community meetings to discuss and educate historic property owners on designation, HLC/HPO processes, etc.	HLC	2/12/2024	Discussion scheduled for December 8th HLC Meeting
Discuss creation of a possible historic designation for the N Locust Street and N Elm Street corridors	HLC	6/9/2025	Discussion scheduled for November 10th HLC Meeting
Continue researching new or updated programming to incentivize historic preservation	HPO	4/14/2025	On-going
Annual Update			
Prepare an annual study list of potential landmarks and districts.	HLC/HPO	2025 Work Plan Goal	Implemented; On-going from 2024
Broaden the tax-exemption eligibility criteria for improvements to historic buildings.	HLC/HPO	2025 Work Plan Goal	Discussion has started; on-going from 2024
Explore a program allowing for the partial or full property tax exemption from the City of Denton and other applicable taxing authorities for locally designated historic homes.	HLC/HPO	2025 Work Plan Goal	Discussion has started; on-going from 2024

Complete designation reports for landmarks and districts.	HLC/HPO	2025 Work Plan Goal	Implemented; On-going from 2024
Improve visibility and awareness of tax exemption program to increase participation.	HLC/HPO	2025 Work Plan Goal	New for 2025
Increase awareness and use of Federal Rehabilitation Tax Credit.	HLC/HPO	2025 Work Plan Goal	New for 2025
Include additional historic preservation information materials in the City of Denton website	HLC/HPO	2025 Work Plan Goal	New for 2025
Create a marketing plan to encourage additional Local Landmark designations.	HLC/HPO	2024 Work Plan Goal	On-going from 2024
Provide training to local realtors and bankers.	HLC/HPO	2024 Work Plan Goal	On-going from 2024

Future HLC Meetings:

Monday, December 8th