



## **NOTICE OF A REGULAR MEETING**

### **Main Street Board**

**Monday, November 14, 2022, at 4:00 PM**

**City Hall – 2nd Floor Conference Room**

**200 West Vulcan St.**

**Brenham, Texas**

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#### **1. Call Meeting to Order**

#### **2. Citizens Comments**

[At this time, anyone will be allowed to speak on any matter concerning this Board that is not on the agenda, for a length of time not to exceed three (3) minutes. No Board discussion or action may take place on a matter until such has been placed on an agenda and posted in accordance with the law.]

#### **WORK SESSION**

#### **3. Discussion and Update on Main Street Board Committees:**

- a. Design**
- b. Economic Vitality**
- c. Organization**
- d. Promotions**

#### **4. Discussion and Update on First Friday Farmer & Artisan Market in Downtown Brenham**

#### **5. Discussion and Update on Back Alley Farmer's Market Special Events in Downtown Brenham**

#### **REGULAR SESSION**

#### **6. Discuss and Possibly Act Upon the Minutes from the October 3, 2022 Regular Meeting**

#### **7. Discuss and Possibly Act Upon Final Reimbursement Payment to the Brenham Heritage Museum from the Main Street Incentive Grant Program**

#### **8. Discuss and Possibly Act Upon Final Reimbursement Payment to Top Floor Cars from the Main Street Economic Impact and Innovation Grant Program**

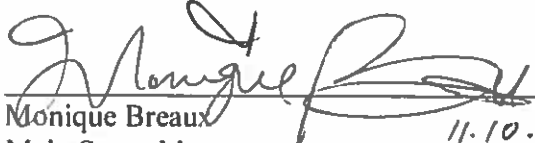
#### **9. Administrative Reports**

- **Next Main Street Board Meeting**
- **Main Street Board Volunteer's Christmas Party**
- **Other Updates**

**Adjourn**

**CERTIFICATION**

I certify that a copy of the November 14, 2022 agenda of items to be considered by the Main Street Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Thursday, November 11, 2022 at 4:00pm.

  
Monique Breaux  
Main Street Manager  
11.10.22  
@ 4pm

**Disability Access Statement:** This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the Main Street Board was removed by me from the City Hall bulletin board on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_ AM PM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



### AGENDA ITEM 3

<b>DATE OF MEETING:</b> November 14, 2022		<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street		<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING	
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING	
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION	
<input checked="" type="checkbox"/> WORK SESSION			
<b>AGENDA ITEM DESCRIPTION:</b>			
Discussion an Update on Main Street Board Committees: <ul style="list-style-type: none"> <li>a) Design</li> <li>b) Economic Vitality</li> <li>c) Organization</li> <li>d) Promotions</li> </ul>			
<b>SUMMARY STATEMENT:</b>			
Updates from each Committee Chair and discussion regarding progress on the two work items from the September 26, 2022 strategic planning meeting			
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>			
<b>A. PROS:</b>			
<b>B. CONS:</b>			
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>			
<b>ATTACHMENTS:</b>			
2022 Approved Main Street Work Plans & Memo with Strategic Priorities from 9/26/2022 Planning Meeting			
<b>RECOMMENDED ACTION:</b>			
Work Session item, no action required.			
<b>APPROVALS:</b>			

## **Main Street Brenham**

### **2022 Plan of Work**

*(as of January 3, 2022)*

#### **Our Mission**

The Brenham Main Street Program, will use the 4-point approach to revitalization – organization, promotion, design and economic restructuring – to encourage reinvestment and preservation; and to entice businesses, customers, visitors and downtown residents to the historic district.

#### **Our Vision**

Main Street Brenham envisions downtown as a growing destination and the vibrant heart of our community;  
Where history is preserved, interactive and comes to life;  
Where a varied business mix is active, engaged and thriving;  
And where our community's cultures is recognized and celebrated.

#### **Transformation Strategy**

Main Street Brenham will focus on being an Authentic, Curated, Experiential Destination

#### **Catalyst Strategies**

Dining & Entertainment

Arts

Tourists & Tourism

#### **Goals**

- Consider and develop additional sources of funding for downtown projects.
- Encourage varied and unique retail mix.
- Develop appreciation and support for preserving our history and architectural heritage.
- Keep the community apprised and engaged in the work of Main Street.
- Promote downtown as cultural destination to both locals and visitors.
- Work to improve online and social media components of Main Street.
- Encourage Committees to work together to achieve the adopted Transformation Strategy through selected catalyst strategies.

## 2022 DESIGN COMMITTEE

Members: Chair Elizabeth Price, Bev Frew, Pete Simpson,  
Doug Peck, and Margie Young

Overall Program Goal	Committee Strategies	Partnering Committees/ Other Partners	Action Items/Considerations	Responsible Party	Timeline	Budget	Objectives / Performance Measures
Develop appreciation and support for preserving architectural heritage.	Work with property owners participating in the Incentive Grant Program, and possible COA Applications.	BCDC for funding Economic Vitality Cmte (EVC) MS Board		Staff; Committee, Board	Review when received.	\$25,000	2021 – 8 2022 – Wilder
	Consider Sign Grant designs.		2 applications outstanding	Committee; Staff	Review when received	As needed	2021 – 4 2022 –
	Selection of 3 new properties for Priority Project Program.		Consider: Capps (Main Street) Concrete (Park Street) ?	Committee			Accept / Decline
	Update on possible COA Applications for grant opportunities.	Historic Preservation Board (HPB)					
	Contribute to development of a Parklet Manual	EVC	Review draft of manual  Show support when presented to Council				Present to Council by late-April/early May
Engage the community in downtown projects	Conduct Spring Eggs Art Walk	Community participants	Begin flyer Get sponsors Set timeline	Staff Staff Staff	Complete Complete Complete	\$600	Goals: 9 sponsors / 11 sponsors 21 entries/

Make quality the key in all we do.	Update downtown Christmas decorations	Organization Cmte Promotion Cmte MS Board	Determine design/theme Fundraising?	Committee – staff to get sample		TBD	
	Continue the Christmas Window Decorating Contest in 2022.	Organization Cmte		Staff, Kathrine		Begin planning summer 2022	2021 – 32 entries
	Stay updated on what people see downtown including cleanliness, maintenance, general appearance, new businesses	MS Board; EVC	Bi-Monthly Downtown Ride Around		On-going		
	Consider downtown improvement projects	MS Board; EVC; Tourism Advisory Board	Determine support for Austin Alley improvements Consider levels of improvements				
Celebrate successes downtown and recognize key downtown stakeholders	Help staff and Org Committee with recommendations for TDA Presidents Awards/Others.	Organization Cmte Promotion Cmte MS Board	Entries to consider: <ul style="list-style-type: none"> <li>Floyd's Wine Lounge</li> <li>Darren Heine - BBA</li> </ul>		Summer 2022	2021 - \$75/entry 2022 - ?	
Make quality the key in all we do.	Stay updated on what people see downtown, including cleanliness, maintenance, general appearance, new businesses	EVC MS Board	Bi-Monthly Downtown Ride Around	Pete, Doug and Staff	On-going		
	Consider downtown improvement projects	EVC Organization Cmte MS Board Tourism Advisory Board (TAB)	Determine support for Austin Street Back Alley improvements				

## 2022 ORGANIZATION COMMITTEE

Members: Chairman Tiffany Morisak, Alexandra Dill, Robin Cook, Mary Lou Winkelmann, Missy Peck and Kathrine Briscoe

Overall Program Goal	Committee Goal	Partnering Committees/ Other Partners	Action Items/Considerations	Responsible Party	Timeline	Budget/ Outcomes	Objectives / Performance Measures
Encourage varied retail mix	Hold quarterly merchant mixers to communicate downtown information and gather community input	Promotion Cmte	March Meeting: Swirl Recap	Main Street Staff committee collaboration with Promotion	Bi-annually in spring and summer	\$500	Attendance
Encourage appreciation and support for preserving our history and architectural heritage.	Continue Hosting Local History Day		Cancelled for 2022.	Main Street Staff and committee	Meetings set monthly	\$14,000	
Encourage varied retail mix	Develop a plan to welcome and recognize new downtown businesses	Board; Chamber; EVC	Representatives Grants – print or thumb drive? Promo goodies	Main Street Staff, Committee	Ongoing		
Entice the interest of the public in our efforts.	Assist in getting artists for Summer Sip Event	Promotion Cmte	Review participating artists from 2021, and consider new ones to contact	Committees, staff			2021 – ordered 500 glasses 2022 – ordered 600 glasses
Encourage appreciation and support for preserving our history and architectural heritage.	Consider continuing program to gather oral histories.	Board	Complete Volume 3 (James Pharaon) Determine plan to release	Main Street Staff	Complete by October 1, 2022	\$5,000	
Celebrate successes downtown and recognize key downtown stakeholders.	Plan Christmas Party for Board and guests		Work with Main Street Staff to set date and plan event Include more recognition of committee accomplishments in 2022	Main Street Staff/Committee Members	Begin planning in August	.	

Celebrate successes downtown and recognize key stakeholders.	Recognize property and business owners for investments made to renovate buildings.	MS Board and Committees	Recognize: Upchurch & Yates Floyd's BBA				
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**2022 PROMOTION COMMITTEE WORK PLAN**

<b>Overall Program Goal</b>	<b>Committee Goal</b>	<b>Partnering Committees/ Other Partners</b>	<b>Action Items/Considerations</b>	<b>Responsible Party</b>	<b>Timeline</b>	<b>Budget/ Outcomes</b>	<b>Objectives / Performance Measures</b>
Promote downtown as local shopping and dining destination and work to keep it vibrant/Fundraising Component	Host Summer Sip & Art Walk Event.	Organization Committee	Sign-up sponsors Sign up participants Begin to sign up artists	Committee Main Street Staff Committees & staff	Top 3.21 3.21 2.28  EVENT: June 11		# of glasses? 600?
Promote downtown as local shopping and dining destination and work to keep it vibrant/Fundraising Component	Host 2022 Uptown Swirl event.	Need more committees and board involved in this event!	Reviewing financials  Encourage board participation in getting sponsors for 2023	Staff and committee	Completed	2022 Revenue of \$25,339.29	Sold 662 glasses
Promote downtown as a shopping and dining destination and work to keep it vibrant.	Assist in Promoting Main Street Merchant-led events.	Downtown Merchants	Determine events expected for 2022	City Staff/Main Street Staff	Various times throughout the year	Help promote events with print ads, radio ads, and social media. City Staff helped with street closures for downtown merchant led events. \$\$?	
Promote downtown as local shopping and dining destination and work to keep it vibrant.	Scarecrow Extravaganza	Organization – help in recruiting entries?		Committee/Main Street Staff	Entry form available in August		
Promote downtown as an arts and culture district with unique events	Hot Nights, Cool Tunes	City Departments/Visit Brenham	Any tweaks?	Assisting Community Programs with planning and coverage of event	July 2022		

## 2022 ECONOMIC VITALITY COMMITTEE (EVC)

Members: Chair Jon Hill, Melinda Faubion, Lowell Ogle, Susan Cates and Erica Warren

Overall Program Goal	Committee Goal	Partnering Committees/ Other Partners	Action Items/Considerations	Responsible Party	Timeline	Budget	Objectives / Performance Measures
Encourage varied and unique retail mix	Stay updated on current downtown climate, including owners, properties available, values and business mix, and any plans.	All committees and board		Committee/Main Street Staff	Monthly/Hold meetings with property owners prior to EVC meeting.	BCDC approved \$10,000 match for IGF for 2022	
Encourage varied and unique retail mix	Keep Brenham information on DowntownTX.org updated		Staff to share monthly updates	Main Street Staff	Throughout the year		
Encourage varied and unique retail mix.	Consider plan to refocus EIIIG to primarily assist in meeting code compliance	Glamfetti?		Committee/Main Street Board	Throughout the year as applications come in	BCDC approved \$15,000 match for 2022	
Entice the interest of the public in downtown revitalization.	Assist in development of a Parklet Manual	Design and Organization Committees, TAB	Determine info to include	Committees and staff	Complete draft for April 21 Council Meeting		
Encourage varied and unique retail mix.	Develop plan for downtown business mix survey	All committees to assist in getting survey out to increase participation	Refine questions	Main Street Staff/Committee Support			
Encourage appreciation and support for preserving our history and architectural heritage.	Support preservation by hosting educational classes, to include the historic tax credit program and possibly preservation maintenance	Design, HPB	Determine class dates Lineup speakers	Committee Staff	Bi-annual	\$600	Complete two classes by end of year
Encourage varied and unique retail mix	Keep up-to-date on TxDOT Projects	Mill & Overlay	Downtown completed	Staff/Dev Svcs/Board			
		Flyover	Progress? Acquisition				



### **AGENDA ITEM 3 – WORK SESSION**

#### **MEMORANDUM**

To: Main Street Board Members  
From: Monique Breaux  
Subject: Strategic Priorities from September 26, 2022 Planning Meeting

The Main Street Board met with Alysia Cook, president of Opportunity Strategies, to establish strategic priorities for each committee. The priorities will guide each committee’s work plan and community goals for 1st quarter 2023. We plan to meet with Alysia again in March.

#### Design

1. Monthly Tours
2. Austin Alley

#### Economic Vitality

1. Parking
2. Downtown Business Alliance

#### Organization

1. Local History Day
2. Committee Structures

#### Promotions

1. Sponsorships for major events
2. Additional committee members

#### Main St. Board

1. Master Plan
2. Communications



## AGENDA ITEM 4

<b>DATE OF MEETING:</b> November 14, 2022	<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street	<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discussion and Update on First Friday Farmer & Artisan Market in Downtown Brenham		
<b>SUMMARY STATEMENT:</b> The January market is traditionally closed because of the first Friday typically falls close to New Year's Day; and it allows staff time to submit all permits to the City and County. Additionally, resuming in February, allows staff time to gather input on what to change/keep for the upcoming year. There has been interest from vendors in holding the market on January 6, 2023. This item does not require approval from MSB, but we are seeking guidance through this discussion item.		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>  <b>A. PROS:</b> January is a slow month for Downtown retailers post-Christmas season. The market would draw additional visitors to downtown for shopping and eating.  <b>B. CONS:</b> January tends to be cold and possibly stormy. Staff could put in the effort to organize and promote the market and then have to cancel. January is already busy for staff with final organizational items for Uptown Swirl. Also, all permits will have to be submitted in early December.		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b> Encourage downtown retailers to coordinate special events or pop-up markets that Main Street will help market through social media reposting/sharing.		
<b>ATTACHMENTS:</b>		
<b>RECOMMENDED ACTION:</b> Work Session item, no action required		
<b>APPROVALS:</b>		



## AGENDA ITEM 5

<b>DATE OF MEETING:</b> November 14, 2022	<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street	<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b>		
Discussion and update on the Back Alley Farmer's Market special events in Downtown Brenham.		
<b>SUMMARY STATEMENT:</b>		
Stacy Marhofer and Frank Gazella would like to hold a "true" Farmer's Market for local producers of vegetables, eggs, other agricultural products and food items that fall under the "Cottage Food Laws." They would like to hold this in Austin Alley every Saturday from 9-1 and allowing time for set-up/tear down of one hour on each side of that time frame.		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>		
<p><b>A. PROS:</b> A true Farmer's Market would provide a source of healthy food to local buyers and a regular market for trunk farmers and producers. An event on the west side of town would draw visitors to retailers in that area. The market operating from 9-1 would have visitors out of the alley before the majority of Saturday business arrives.</p> <p><b>B. CONS:</b> The event would block the use of Austin Alley for the businesses that back on to it for the duration of the event. Austin Alley is unimproved and currently is the location of trash receptacles for the businesses and a cardboard recycling collection station. The condition of the alley's utilities may not be suitable for significant pedestrian shopper traffic. There is concern about taking away parking for business owners who would then have to park in customer spots.</p>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
Relocate the Back Alley Farmer's Market to Alamo Alley until the impacted businesses and the City Public Works and Utilities staff have the opportunity to meet regarding the best use of this alley. This meeting will also provide opportunity to discuss improvements that Main Street has considered to make this a true pedestrian alley.		
<b>ATTACHMENTS:</b>		
Photos of Austin Alley and Flier for Back Alley Market		
<b>RECOMMENDED ACTION:</b>		
Work Session item, no action required.		
<b>APPROVALS:</b>		



**NEW**



# FARMERS MARKET

The Back Alley Market is a true producers' market in the heart of Brenham. Hosted every Saturday by The Revival Mercantile, The Back Alley Market's aim is to give producers and the local community a recurring and vibrant setting to foster deep connections to each other and good produce.



**LOCALLY & SEASONALLY PRODUCED FOODS**

**HONORING THE AREA'S FARMING AND RANCHING HISTORY**

**EDUCATING ON FARMING'S POSITIVE IMPACT**

**STARTING SATURDAY**  
**NOV 5**

**9 a.m. - 1 p.m.**

**AT**

**The Alley Behind  
The Revival Mercantile  
217 W MAIN STREET  
BRENAHM, TX 77833**

INTERESTED IN BEING A VENDOR?  
EMAIL [HELLO@THEREVIVALMERCANTILE.COM](mailto:HELLO@THEREVIVALMERCANTILE.COM)  
COST: \$20 FOR A 10'x10' SPOT



## AGENDA ITEM 6

<b>DATE OF MEETING:</b> November 14, 2022	<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street	<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and possibly act upon the minutes from the October 3, 2022 Regular Meeting		
<b>SUMMARY STATEMENT:</b> Minutes from the October 3, 2022 Regular Meeting are attached for Board Members' review.		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>  A. PROS:  B. CONS:		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> October 3, 2022 Regular Meeting Minutes		
<b>RECOMMENDED ACTION:</b> Board Approval		
<b>APPROVALS:</b>		



**MINUTES  
MAIN STREET BOARD  
October 3, 2022**

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A regular meeting of the Main Street Board was held on Monday, October 3, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 4:00 p.m.

Board members present were Melinda Faubion, Jon Hill, Wendy Meaux, Tiffany Morisak, Elizabeth Price, Pete Simpson, Connie Wilder and Margie Young.

Board members absent was Lowell Ogle, Doug Peck and Tom Whitehead

City of Brenham staff members present were Economic Development Director Susan Cates, Main Street Manager Monique Breaux, and Cynthia Timpa.

Others present were City Councilmember Leah Cook.

**1. Chair Margie Young called the meeting to order.**

**2. Citizen/Visitor Comments**

There were no citizen comments heard.

**REGULAR SESSION**

**3. Discuss and Possibly Act Upon of Minutes from September 6, 2022 Board Meeting**

Jon Hill noted that there was an error in the minutes on page two reflecting a discussion about Top Floor Cars that did not occur. A motion was made by Jon Hill and seconded by Pete Simpson to approve the minutes as amended.

Chair Young called for a vote. The motion passed with the Board voting as follows:

Chair Margie Young	Yes
Vice-Chair Tiffany Morisak	Yes
Melinda Faubion	Yes
Jon Hill	Yes
Wendy Meaux	Yes
<b>Lowell Ogle</b>	<b>Absent</b>
<b>Doug Peck</b>	<b>Absent</b>
Elizabeth Price	Yes
Pete Simpson	Yes
<b>Tom Whitehead</b>	<b>Absent</b>
Connie Wilder	Yes

**4. Discuss and Possibly Act Upon Economic Vitality Committee Recommendation to Approve Economic Impact and Innovation Grant Fund Reimbursement for the Brenham Heritage Museum**

It was discussed that the Economic Impact and Innovation Grant (EIIG) is for the actual exhibits and displays inside the museum. There is no agreement to fund the façade through this proposed grant. Pictures were presented showing the ongoing work. The museum is scheduled to open on November 17, 2022.

Cates reminded the board that the \$15,000.00 funding for the EIIG is divided between BCDC and Main Street, with each entity making a \$7,500.00 contribution.

A motion was made by Melinda Faubion and seconded by Jon Hill to approve EIIG funding in the amount of \$15,000.00 to the Brenham Heritage Museum.

Chair Young called for a vote. The motion passed with the Board voting as follows:

Chair Margie Young	Yes
<b>Vice-Chair Tiffany Morisak</b>	<b>Abstain</b>
Melinda Faubion	Yes
Jon Hill	Yes
Wendy Meaux	Yes
<b>Lowell Ogle</b>	<b>Absent</b>
<b>Doug Peck</b>	<b>Absent</b>
<b>Elizabeth Price</b>	<b>Abstain</b>
Pete Simpson	Yes
<b>Tom Whitehead</b>	<b>Absent</b>
Connie Wilder	Yes

**5. Update on Parklet Application-Mescalito Coffee (100 E. Alamo)**

Cates presented this item and reported that the application has been received from Jared Anderson, and that City staff have reviewed the application to verify that it meets all requirements stipulated in the Parklet Manual. This parklet will differ from the 96 West agreement in that Mescalito is not requesting exclusive use during business hours. The license agreement is being edited to reflect that change. City staff will communicate with the business owners that share the block face with Mescalito Coffee to inform them of the parklet application.

**6. Discuss Floyd’s Wine Lounge’s Request to Development Services to Place a Shipping Container Behind Their Patio for Additional Storage**

This item was presented by Board Member and Owner of Floyd’s Wine Lounge Pete Simpson. Simpson explained that he is requesting the use of a shipping container to provide his business with additional storage. Simpson stated that the shipping container, if approved, would be located between his outdoor patio and the railroad track alongside his property. Simpson provided the Board with photos and drawing of the proposed storage container.

Cates advised the Board that the City code's criteria shipping container to be used as a storage building is that it be considered a building and therefore require a building permit. Code for such building requires that it be vented, and the doors must open outwards to prevent entrapment. Cates explained that since this property is located within the Historic Preservation overlay district, any storage building or shipping container would have to be approved by the Historic Preservation Board.

After further discussion, the Board agreed that they would be in favor of allowing a storage building or shipping container for Floyd's Wine Lounge due to the fact that will be located along the railroad track and seems fitting to the type of structures in that area. The Board was not in favor of allowing additional storage buildings and shipping containers in the downtown area if locations are not adjacent to the railroad tracks.

## **7. Discuss Strategic Planning Workshop from September 26, 2022**

Discussion regarding the Strategic Planning Workshop led by Opportunity Strategies President Alysia Cook followed. It was noted that two priorities were agreed upon for each Main Street Committee as follows:

- Economic Vitality: 1) develop parking solutions and 2) research creation of a downtown business organization
- Organization: 1) refocus on Local History Day and 2) Look at the Main Street committee structure and make recommendations to the Board
- Promotions: 1) secure major event sponsors and 2) recruit additional Promotions committee members to support event efforts
- Design: 1) re-establish monthly windshield tours to identify needs and opportunities and 2) get Austin Alley project shovel-ready

Cook suggested that the Main Street Board should review the Downtown Master Plan, which was updated by the Board. Cates explained that after the Board has reviewed and offered their thoughts and comments, it should go to City Council for their consideration and adoption of the updated plan. Staff is looking for the updated version and will make copies available to all Board members.

Chair Young stated that downtown parking issues were discussed at the workshop. training session. Breaux reminded the board that there are close to 717 parking spaces in the downtown area. Chair Young stated that she does not hear any complaints about downtown parking from questions she proposes to her colleagues. Board member Wilder reminded the board that a primary issue is employees taking up the prime spaces in front of businesses and the courthouse.

Cates stated that discussions are needed to address non-structural parking issues. The Economic Vitality Committee will work on this.

Breaux added that Main Street will have Ms. Cook back in the spring for additional training and planning. Chair Young suggested that an effort needs to be made by Main Street to have more committee members attend the training session.

## WORK SESSION

### 8. Promotions Committee Report

➤ **Downtown Programming Update**

The Scarecrow contest Judges winner was the Vin Diesel exhibit (stacked tires). There have been 65 votes submitted, with 20 days remaining in the contest. The Taste of Texas is scheduled for Saturday, December 10<sup>th</sup>.

➤ **Strategic Planning Goals**

No discussion on this item.

➤ **Monthly Meeting Recap**

Taste of Christmas will be on December 3<sup>rd</sup> or 10<sup>th</sup> pending responses from participating businesses. Ladies Night Out is scheduled for either November 3<sup>rd</sup> or 17<sup>th</sup>. Shannon Canales is the coordinator for Ladies Night Out.

➤ **Main Street Workplan Goals**

No discussion on this item.

### 9. Design Committee Report

➤ **Downtown Holiday Décor Update**

Board member Price noted that the City is no longer providing the lights in the trees surrounding the Courthouse or the lights in Christmas tree shape atop the Courthouse. Lights are now the responsibility of Washington County. The tree-shaped lights will remain multi-colored.

The Christmas decoration sub-committee will use the existing wreaths and revive them with extra garland this year. They will plan earlier in 2023 to add additional items for next Christmas.

➤ **Strategic Planning Goals**

Board member Price advised that the goals of this Committee are to: (1) Secure sponsorships for major events; and (2) recruit additional members for committees

➤ **Monthly Meeting Recap – Meeting Cancelled (No Business)**

➤ **Main Street Workplan Goals**

No discussion on this item.

### 10. Economic Vitality Committee Report

➤ **Updates**

Committee Chair Jon Hill welcomed new committee member Connie Wilder.

➤ **Strategic Planning Goals**

No discussion on this item.

➤ **Monthly Meeting Recap**

A possible Downtown Business Alliance was discussed with suggestion that perhaps a partnership with the Chamber of Commerce would be helpful in this. Chamber President Jamie Rankin is to be invited to join this committee. Parking needs in downtown were discussed with suggestions to discourage employee parking immediately in front of businesses (including Washington County employees) taking the lead as a low-cost solution to parking needs until more parking can be added.

➤ **Main Street Workplan Goals**

No discussion on this item.

**11. Organization Committee Report**

➤ **Updates**

Local History Day was discussed with Breaux noting that she was in contact with Brenham ISD who does not have it on their calendar for the 22-23 school year. The goal will be to reestablish the program for the 23-24 school year.

➤ **Strategic Planning Goals**

No discussion of this item

➤ **Monthly Meeting Recap – Meeting Cancelled (No Business)**

➤ **Main Street Workplan Goals**

Committee Chair Tiffany Morisak reported that their strategic planning goals include determining how many members each committee in Main Street needs and help secure those members.

**12. Staff Report to Include Building, Business, and Program Updates**

➤ **Proposed Date Change to Monthly Promotions Committee Meetings**

The Promotions Committee is considering changing their monthly meeting dates to occur earlier in the month in an effort to coordinate with the City Council meeting schedule.

➤ **Farmer's Market**

Farmer's Market is scheduled for October 7<sup>th</sup>.

➤ **Christmas Stroll and Light Up Parade**

The 2022 Christmas Parade and Stroll will be held on Saturday, December 3<sup>rd</sup>. Staff advised that a Houston area high school reached out about their band coming to participate. Bluebonnet Abstract requested information about having lights on their building; Main Street staff is working with them to get proper approvals from the City.

➤ **Miscellaneous Updates**

BBA Architects won the Texas Downtown Association recognition for Best Renovation in a downtown area. The awards banquet is in San Marcos on November 2<sup>nd</sup>. Economic Development/Main Street is buying 2 tables and board members are invited to join.

Texas Arts and Music festival is scheduled for October 15th and 16<sup>th</sup>.

A 0.1K Charity “Saunter for a Cause” is scheduled for October 15<sup>th</sup>. The route is from ReMax Real Estate to Las Americas. Anyone completing the run gets free beer tastings. This event begins at 9:00 AM

The new Belle (Dalmatian mascot) is ready for installation at Belle’s Alley. The previous statue was vandalized.

Board member Morisak suggested that the Toubin Park sign needs repair/attention.

**13. Main Street Merchants and Business Mixer – Thursday, October 27, 2022**

Breaux advised the Board that the Main Street Merchant Mixer will be on Thursday, October 27<sup>th</sup> from 5:30-7:00 PM in the Bullock Ballroom at Barnhill Center and all board members are encouraged to attend.

**14. Next Main Street Board Meeting – Monday, November 7, 2022**

Chair Young adjourned the meeting.

---

Margie Routt Young  
Board Chair

**ATTEST:**

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Monique Breaux  
Main Street Manager



## AGENDA ITEM 7

<b>DATE OF MEETING:</b> November 14, 2022	<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street	<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and possibly act upon final payment to the Brenham Heritage Museum from the Main Street Incentive Reimbursement Grant Program		
<b>SUMMARY STATEMENT:</b> Brenham Heritage Museum was recommended by the Design Committee to receive reimbursement of \$5,000 for repairs to the façade of the Federal Building that houses the Brenham Heritage Museum. All repairs have been made, paid invoices submitted, staff has reviewed the work for completion according to the terms reviewed by the Design Committee.		
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b> <b>A. PROS:</b> <b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> Incentive Grant Application, Payment information, Photos of completed work		
<b>RECOMMENDED ACTION:</b> Board Approval and reimbursement of \$5,000 to Brenham Heritage Museum.		
<b>APPROVALS:</b>		



## DOWNTOWN INCENTIVE REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signature to Main Street Brenham offices at 200. W. Vulcan, no later than 5 P.M. on the Friday prior to the 2<sup>nd</sup> Thursday of each month. If you have any application questions, please contact the Main Street staff at 337.7374. If you have any building permit questions, please contact the City of Brenham's Building and Permits Department at 337.7220.

- ❖ Applicant Name: Brenham Heritage Museum Date: 09.15.2021
- ❖ Business Name: Brenham Heritage Museum
- ❖ Mailing Address: 310 East Main Street
- ❖ Contact Phone: 830-8445 Email Address: director@brenhamheritagemuseum.com
- ❖ Building Owner (if different than applicant) City of Brenham
- ❖ Historical/Current Building Name: Post Office / Federal Building
- ❖ Physical Building Address: 105 South Market Street
- ❖ Type of Work: (check all that apply)
  - Façade Rehabilitation
  - Façade – paint only
  - Awnings

Details of Planned Improvements for Downtown Reimbursement Grant: (attach additional sheets if necessary.)

Cleaning and repointing of all exterior masonry per NPS standards.

List Contractor/Project Architect proposals and Total amounts (please attach copies of original proposals.)

1. Bullock Construction - \$15,000.00
2. \_\_\_\_\_

Total Cost of Proposed Project: \$15,000.00

Amount of Grant Requested (50% of Total Cost Above, within stated limits): \$7,000.00

Attach with all required color samples of paint, awning/canopy design, etc., as well as current and historical photographs (when available) of building's exterior façade.

  
Applicant's Signature

09.15.2021  
Date





View looking Northeast from South Market Street.

Photo taken October 26, 2020.

Brenham Federal Building 105 S Market Street, Brenham Tx. 77833	<b>Part B</b> <b>Photo 3</b>	Page 3 of 93 July 21, 2021
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View of front façade (west side) of building.

Photo taken October 26, 2020.

Brenham Federal Building  
105 S Market Street,  
Brenham Tx. 77833

**Part B**  
**Photo 15**

Page 15 of 93  
July 21, 2021



View looking south of north façade and Main Street.  
Flagpole and monument at corner of building (picture right).

Photo taken October 26, 2020.

Brenham Federal Building  
105 S Market Street,  
Brenham Tx. 77833

**Part B**  
**Photo 4**

Page 4 of 93  
July 21, 2021



View south façade at change in roof elevation. Detailed cast stone cornice on left is over lobby area. Lower roof is over mail sorting floor (gallery space).

Photo taken October 26, 2020.



View of typical stone base at mechanical yard.

Photo taken October 26, 2020.



Stone parapet cap and cornice at east side of building.

Photo taken October 26, 2020.

BRENTHAM, TEX.



1016. P. 11. 1914

**BULLOCK CONSTRUCTION COMPANY**  
**P. O. Box 2489 Brenham Texas 77834**  
**979-836-1577; cell 979-277-4975**  
[tombullock@sbcglobal.net](mailto:tombullock@sbcglobal.net)

**October 24, 2022**  
**Invoice# 015**

**Brenham Heritage Museum**  
**% Jo Ann Wolf / Elizabeth Price**  
**105 South Market**  
**Brenham, Texas 77833**

**This fifteenth draw/invoice is a request for 50% of the total project retainage accrued as of September 8<sup>th</sup>, 2022.**

<b>Accrued Project Retainage</b>	<b>\$ 138,798.50</b>
<b>Change Order #1 Retainage</b>	<b>\$ 4,408.10</b>
<b>Change Order #2 Retainage*</b>	<b>\$ 0.00</b>
<b>Change Order #3 Retainage</b>	<b>\$ 2,112.00</b>
<b><u>Total Accrued Retainage:</u></b>	<b><u>\$ 145,318.60</u></b>
<b><i>Less 50% of Retainer</i></b>	<b>\$ 71,603.30</b>
<b>Total Invoice Due:</b>	<b>\$ 71,603.30</b>

***\*CO#2 was paid in full, including the 10% retainage typically withheld\****





# DRAFT AIA® Document G702® - 1992

## Application and Certificate for Payment

<b>TO OWNER:</b>	Brenham Heritage Musuem 310 East Main Street Brenham, TX 77833	<b>PROJECT:</b>	Renovations to the Federal Building 105 South Market Street Brenham, TX 77833	<b>APPLICATION NO:</b>	015	<b>Distribution to:</b>
<b>FROM CONTRACTOR:</b>	Bullock Construction Company PO Box 2489 Brenham, Texas 77834	<b>VIA ARCHITECT:</b>	Upchurch Architects, Inc. 404 East Main Street Brenham, TX 77833	<b>PERIOD TO:</b>	September 30, 2022	OWNER: <input checked="" type="checkbox"/>
				<b>CONTRACT FOR:</b>	General Construction	ARCHITECT: <input checked="" type="checkbox"/>
				<b>CONTRACT DATE:</b>	June 07, 2021	CONTRACTOR: <input checked="" type="checkbox"/>
				<b>PROJECT NOS:</b>	2276 / /	FIELD: <input type="checkbox"/>
						OTHER: <input type="checkbox"/>

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$1,406,000.00
2. NET CHANGE BY CHANGE ORDERS.....	\$91,149.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$1,497,149.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703).....	\$1,479,134.00
<b>5. RETAINAGE:</b>	
a. 5 % of Completed Work (Column D + E on G703: \$1,479,134.00 )=	\$73,956.70
b. 10 % of Stored Material (Column F on G703: \$0.00 )=	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703).....	\$73,956.70
6. TOTAL EARNED LESS RETAINAGE.....	\$1,405,177.30
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$1,333,815.40
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$71,361.90
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$91,971.70

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$70,029.00	\$0.00
Total approved this Month	\$21,120.00	\$0.00
TOTALS	\$91,149.00	\$0.00
NET CHANGES by Change Order		\$91,149.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**  
By: \_\_\_\_\_ Date: September 30, 2022

State of: Texas  
County of: Washington

Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$71,361.90

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**  
By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.











**AGENDA ITEM 8**

<b>DATE OF MEETING:</b> November 14, 2022		<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street		<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING	
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING	
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION	
	<input type="checkbox"/> WORK SESSION		
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and possibly act upon final payment to Top Floor Cars from the Main Street Economic Innovation and Incentive Grant Program			
<b>SUMMARY STATEMENT:</b> Top Floor Cars was recommended by the Economic Vitality Committee to receive reimbursement of up to \$15,000 for repairs to the building located at 301 S Market Street to bring the building up to City of Brenham code as Top Floor Cars is an innovative and unique business that will add to the attraction of Downtown Brenham for residents and visitors. In order to meet code, Top Floor Cars had to completely replace the electrical in the building at a cost of \$31,000. Top Floor Cars has completed the work, submitted a paid invoice and has received a Certificate of Occupancy for the building.			
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b>  <b>A. PROS:</b>  <b>B. CONS:</b>			
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>			
<b>ATTACHMENTS:</b> Incentive Grant Application, Payment information, Photos of completed work, email from Allen Jacobs City Building Official, Certificate of Occupancy			
<b>RECOMMENDED ACTION:</b> Board Approval and reimbursement of \$15,000 to Top Floor Cars.			
<b>APPROVALS:</b>			

APPLICATION FOR MAIN STREET ECONOMIC IMPACT & INNOVATION GRANT  
BRENHAM, TEXAS

**Applicant Information**

Application Date: 5 / 18 / 2022

Applicant Name: Tony Ramirez Mobile Phone: 979-451-2075

Business Name: Top Floor Cars

Business Owner: Tony Ramirez Property Owner: Tony Ramirez

Business Address: 301 S. Market St. Brenham Phone Number: 979-451-2075

Website/Social Media: WWW.TOPFLOORCARS.COM Email: ramtone@yahoo.com  
topfloorcars@gmail.com

**Business Information**

Products or services to be provided: Classic car dealership

Days of Operation:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Business Hours: 10:00-5pm 10am-5pm 10-5pm 10-5pm 10am-5pm 10am-1pm CLOSED

Expected # of Monthly Customers: 20 Expected Monthly Sales: \$ \$40,000

Target Demographic of Customers: Car enthusiasts, people in the market for classic car

Parking needs: no additional special parking requested

**Project Information**

Please attach detailed cost estimates and preliminary building plans (if applicable)

Improvements needed:

everything, complete remodel



Project Budget: \$ 107,991 Amount Requested (\$15,000 max): \$ 15,000

Expected Start Date: 5/16/2022 Expected Completion: 8/30/22 Target Operation Date: 9/1/2022

Are there partners or other sources of funding for this project? NO

What are your plans to market your business?

website, social media marketing, chamber of commerce networking events, participation in downtown events

It is the desire of Main Street Brenham to pursue unique businesses that will have a positive effect on the downtown economy. How will your business help us accomplish this goal?

Classic cars not only appeal to car lovers, but also lovers of engineering, design, art and history. We are confident that Top Floor cars will bring in tourists from all over, not only to enjoy our car dealership, but also downtown Brenham businesses.

Funds for this grant are available due to the efforts of Main Street staff and volunteers. If chosen as a grant recipient, you will be required to volunteer/participate in Main Street events. Do you agree to comply with this requirement?  Yes  No

Additional Info about Project:

The ultimate goal is to completely remodel both the exterior and interior, to give it a look of a classic gas station. Almost a step back in time.

By signing below, I acknowledge that I have received and read the EIIG Grant program eligibility and requirements.

Applicant Signature: 

Date: 5/18/2022



# PROPOSAL TOP FLOOR CARS

**United Contractors of Texas**  
**Washington County & Surrounding Areas**  
Phone: (979) 203-4515  
josegwelding23@yahoo.com

<b><u>PROJECT INFORMATION</u></b> Address: 301 South Market St. Brenham, TX 77833  Date: June 23, 2022	<b><u>PROPOSAL FOR</u></b> Customer: Tony Ramirez Top Floor Cars, Inc.  Valid Through: August 31, 2022
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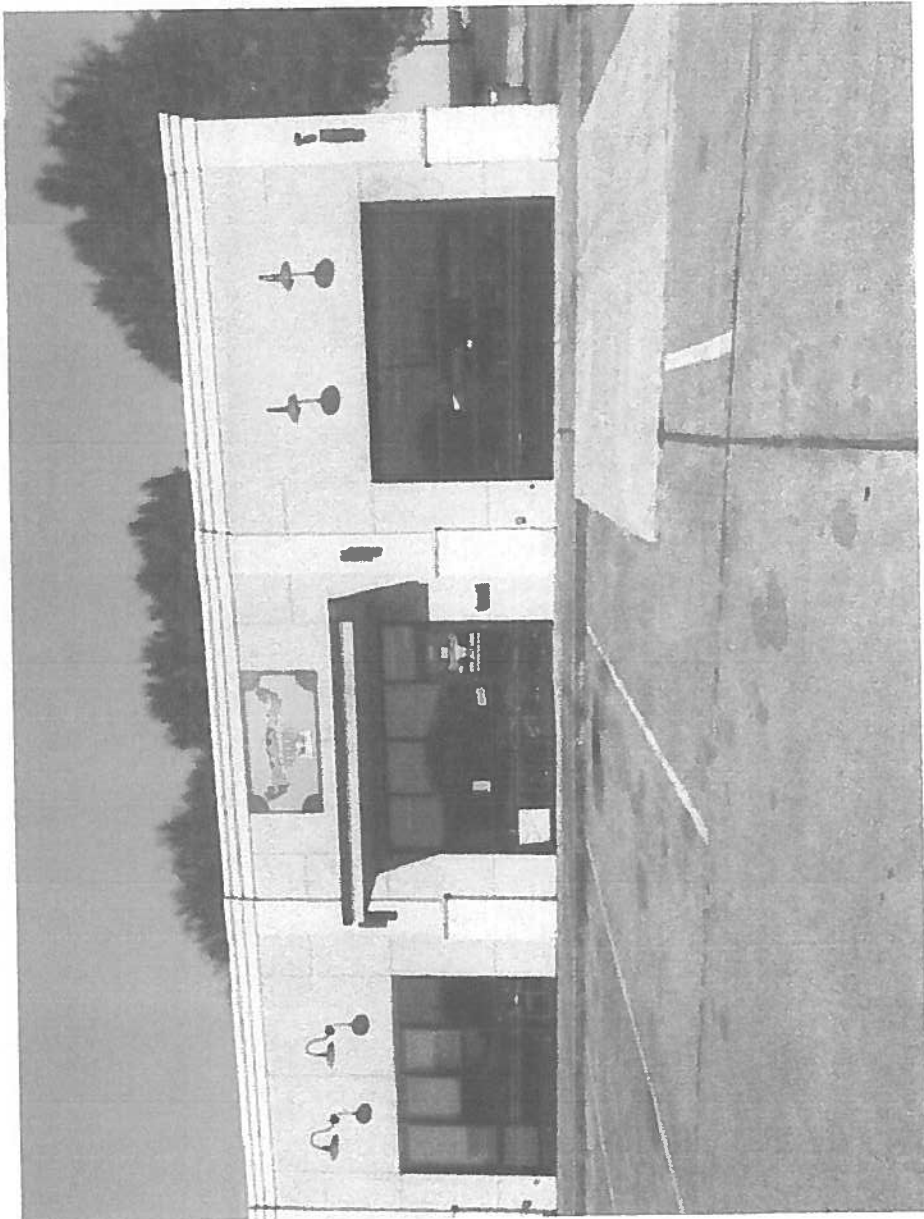
United Contractors of Texas proposes to supply material, labor, and equipment for the construction scope based on scope below.

- Redo exterior- Add new trim all around top of the building
- Install new roofing
- Install new lighting and new electrical wiring
- Redo glass all around the entire building
- Apply fresh coat of paint to existing buildings
- Construct a new 40x 22 ft building (14 ft tall)
- Install 4 ft. rock around building
- Add 3 columns to the front of the building, with rock around the columns
- New rod iron fence with automatic gate opener for entrance
- 12 Camera CCTV system
- Redo flooring
- New HVAC system
- Refurbish as much of the existing building as possible in order to keep the classic look of the building.

**PROPOSED TOTAL \*\*\*\*\* \$172,000.00**

Sincerely,  
**Jose Garza**  
United Contractors of Texas

CURRENT LOCATION OF TOP FLOOR CARS AT 2404 S. CHAPPELL HILL ST. BRENHAM, TX 77833



HAPPY CUSTOMERS AND MEMORABLE MOMENTS OVER THE LAST FEW YEARS



HAPPY CUSTOMERS IN FRONT OF THEIR DREAM CAR FROM TOP FLOOR CARS



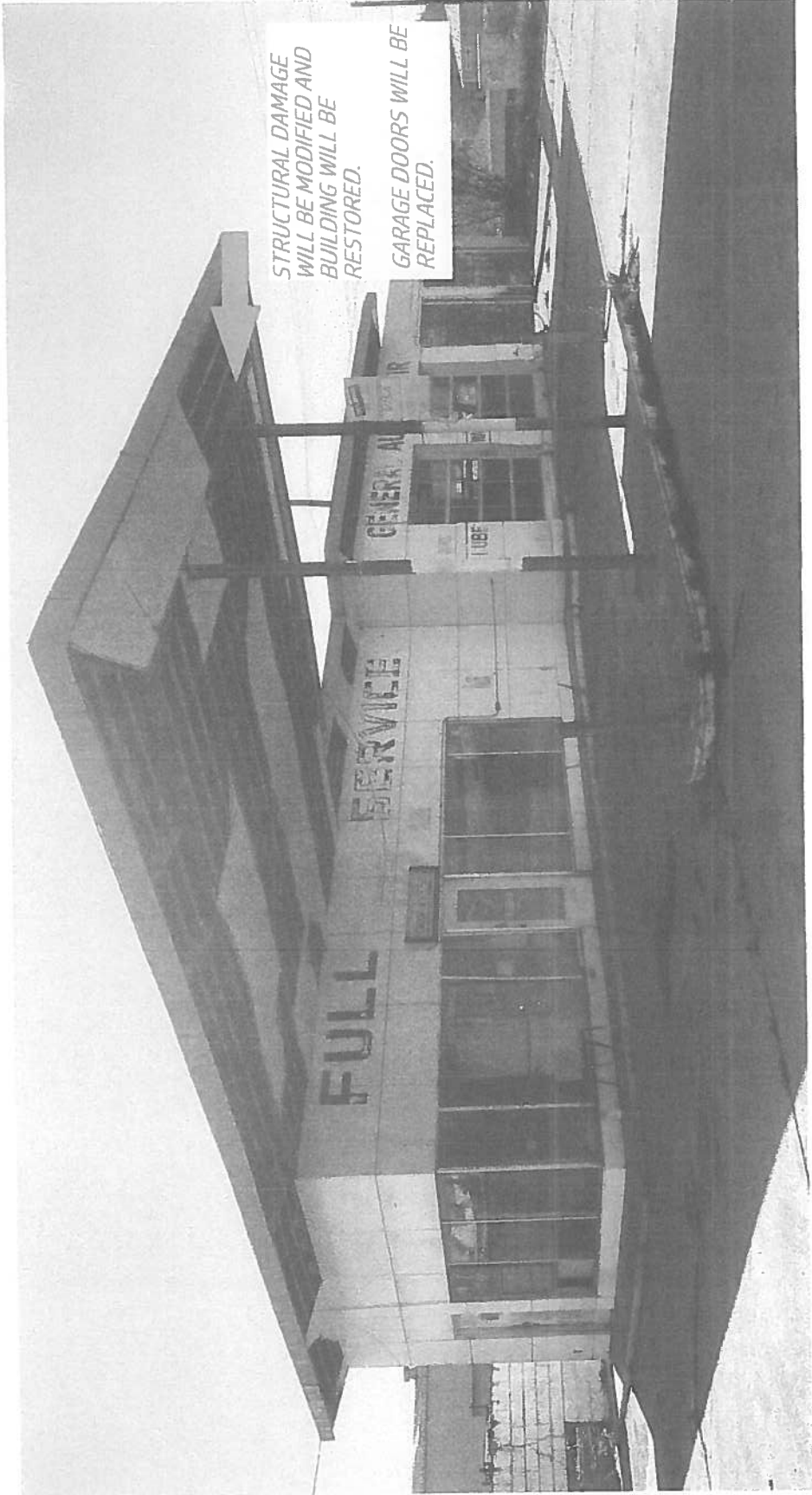
JOSE ALTOBI TOOK THE TIME TO COME VISIT (OKAY, IT'S HIS LOOK-ALIKE)



HAPPY TOP FLOOR CARS CUSTOMERS IN FRONT OF THEIR CAR THAT WON THEM A TROPHY AT OUR VERY OWN CAR SHOW BEING FILMING S. JUDE

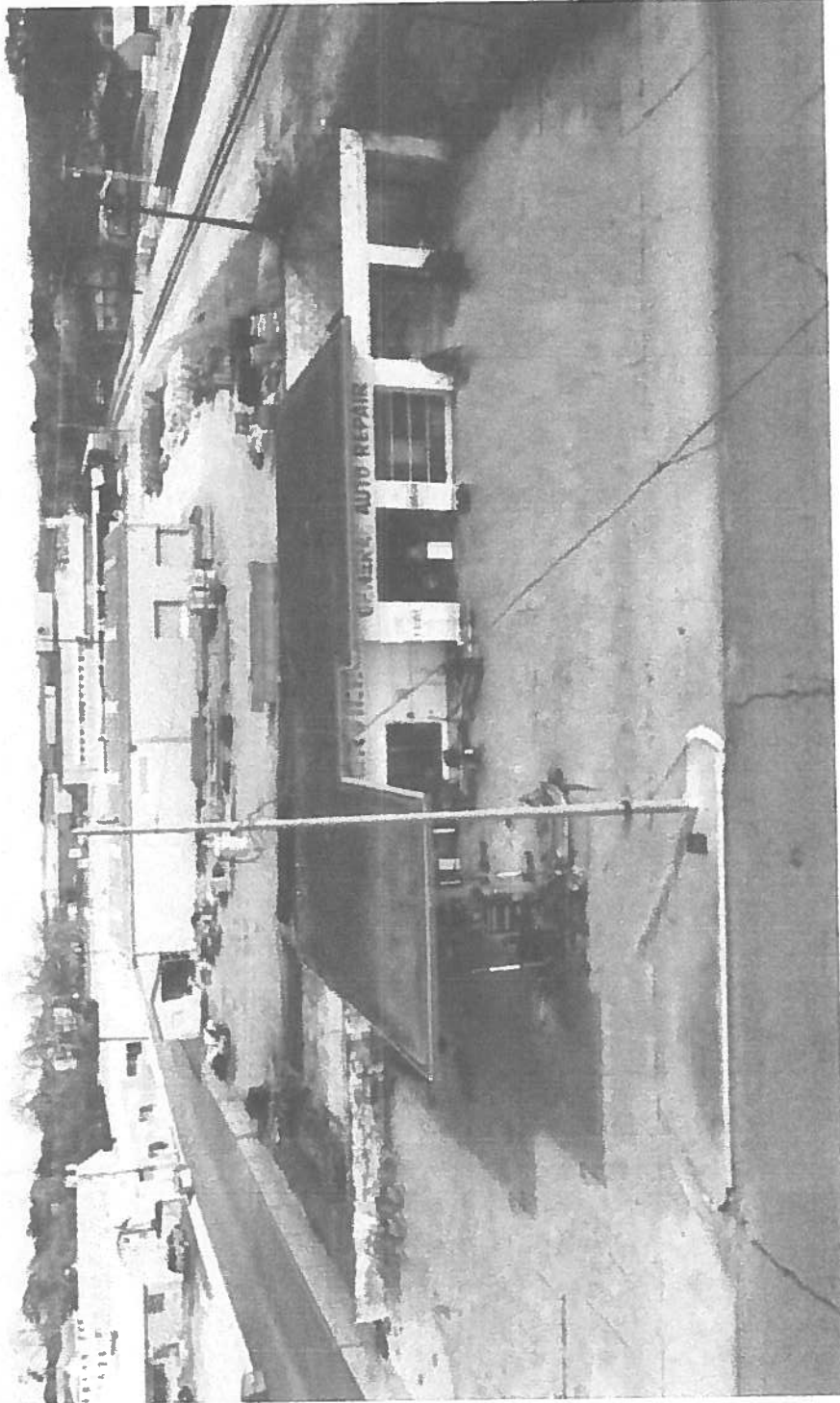


VISITORS FROM SLATTIT STOPPING BY SIMPLY TO TAKE A LOOK AT OUR BEAUTIFUL SHOW ROOM. THEY SEARCHED CLASSIC CARS IN BREWSTER, AND FOUND OUR ONE OF A KIND LOCATION.



STRUCTURAL DAMAGE  
WILL BE MODIFIED AND  
BUILDING WILL BE  
RESTORED.

GARAGE DOORS WILL BE  
REPLACED.



CURRENT PICTURE OF PROPERTY

---

# RAM ELECTRICAL SERVICES

## RECEIPT

(512) 755-7891  
ramelectricalservices512@gmail.com

Serving Austin TX and Surrounding Areas

**Attention: Tony Ramirez**  
**Top Floor Cars**  
**310 S. Market St.**  
**Brenham, TX 77833**  
**Date: 6/27/2022**

Project Title: Top Floor Cars  
Project Description: Electrical Work

**Detailed Description:** Demo old electrical interior and exterior fixtures, meter base, installed new 200 amp service, installed new 125 amp sub panel in shop, run conduit for interior receptacles and light switches, install light fixtures, exit signs, run conduit to condenser and ac unit, installed disconnect and terminate ac unit, installed service plug for ac unit, install ceiling fan, run power for emergency lighting, installed 3 gfi protected receptacles outside.

Description	Quantity	Unit Price	Cost
Complete New Electric	1	\$31,000.00	\$31,000.00
		Subtotal	\$31,000.00
	Total Paid		<b>\$31,000.00</b>
		<b>Amount Due</b>	\$0.00

Thank you for your business. It was a pleasure working with you.

Sincerely yours,

Ram Electrical Services

Allen Jacobs  
Building Official  
City of Brenham  
979-337-7214

[ajacobs@cityofbrenham.org](mailto:ajacobs@cityofbrenham.org)

---

**From:** Allen Jacobs  
**Sent:** Tuesday, November 08, 2022 4:52 PM  
**To:** Monique Breaux <[mbreaux@cityofbrenham.org](mailto:mbreaux@cityofbrenham.org)>  
**Subject:** RE: Top Floor Cars

Monique,

The remodel consisted of a complete building rewire.

All of the electrical wiring and electrical panels were replaced. The existing electrical panels were out of date (very old and antiquated).

The existing building electrical system was dated back to when the building was originally constructed, and the ill maintenance of the electrical system made it difficult to comply with the present Electrical Code.

In my opinion, it was more efficient to start over, to bring the building into compliance with the current adopted 2017 National Electric Code.

Please contact me if you have any questions.

Thank-you,

Allen Jacobs  
Building Official  
City of Brenham  
979-337-7214

[ajacobs@cityofbrenham.org](mailto:ajacobs@cityofbrenham.org)



# Certificate of Occupancy

## City of Brenham

*This project has been inspected for conformance with the applicable codes in force when this project was constructed and is hereby deemed to be in compliance therewith.*

Group Type: B-BUSINESS OCCUPANCY Permit No. : 2207031

Construction Type: V - NONSPRINKLED Zoning: B2

Name of Owner: TONY RAMIREZ Design Occupant Load #: 10

Name of Occupant or Business: TOP FLOOR CARS

Building Address: 301 S MARKET STREET

Special Stipulations: **This CO is for the existing building remodeled office area and remodeled shop area only.** This is **Not** a CO for future remodel at incomplete “make ready area” at south end of existing building. This is **Not** a CO for future building addition. Note: Future Construction will require an updated CO prior to Approval of Occupancy in those separate areas.

  
Allen Jacobs, Building Official, City of Brenham

Date: October 31, 2022





**AGENDA ITEM 9**

<b>DATE OF MEETING:</b> November 14, 2022		<b>DATE SUBMITTED:</b> November 9, 2022	
<b>DEPT. OF ORIGIN:</b> Main Street		<b>SUBMITTED BY:</b> Monique Breaux	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	
<input type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 <sup>ST</sup> READING	
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 <sup>ND</sup> READING	
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION	
	<input type="checkbox"/> WORK SESSION		
<b>AGENDA ITEM DESCRIPTION:</b> Administrative Reports <ul style="list-style-type: none"> <li>➤ Next Main Street Board Meeting</li> <li>➤ Main Street Board Volunteer’s Christmas Party</li> </ul>			
<b>SUMMARY STATEMENT:</b>			
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b> <b>A. PROS:</b> <b>B. CONS:</b>			
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>			
<b>ATTACHMENTS:</b>			
<b>RECOMMENDED ACTION:</b> No action required.			
<b>APPROVALS:</b>			