



**NORTHEAST CORRIDOR**

# **NEC ENHANCEMENT MATCHING GRANT PROGRAM**

For Commercial Façade, Landscape, and Signage Improvements

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## **GUIDELINES & APPLICATION PACKAGE**

FISCAL YEAR 2025

**Northeast Corridor Enhancement Matching Grant Program**

**Planning Department**

100 West Houston, 18<sup>th</sup> Floor

San Antonio, TX 78205

(210) 207-8187

[SanAntonio.gov/Planning/NEC](http://SanAntonio.gov/Planning/NEC)



**PLANNING**



**Council District 10**

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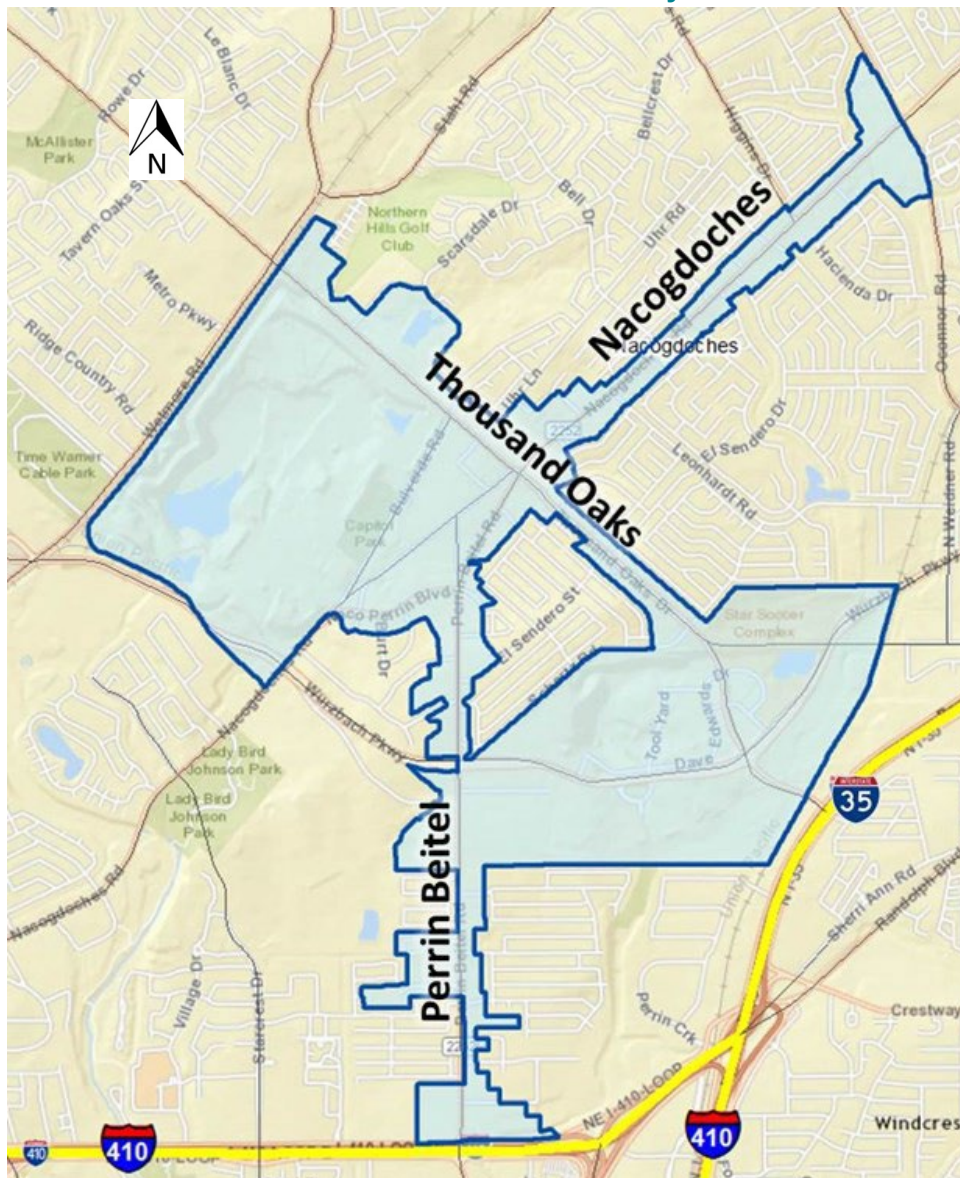
# ABOUT THE GRANT PROGRAM

The Northeast Corridor (NEC) Enhancement Matching Grant Program assists **owners and tenants of commercial properties** within the designated NEC boundary with the cost of making **façade, landscape, and signage improvements** to their businesses.

**The NEC Grant Program provides a 2:1 reimbursement for eligible renovation projects up to \$50,000.** For example, if the total cost of a project is \$10,000, the grantee will be reimbursed \$6,700 (or 67% of total project costs up to \$50,000).

The designated **Northeast Corridor (NEC) boundary** includes Perrin Beitel and Nacogdoches Roads between NE Loop 410 and O'Connor Road, Naco-Perrin Boulevard, portions of Thousand Oaks Drive, and portions of the Wurzbach Parkway.

**Northeast Corridor Revitalization Area Boundary**



# GRANT PROGRAM ELIGIBILITY

## WHO IS ELIGIBLE TO APPLY?

**Owners and tenants of commercial properties in the NEC.** Property owners must be current on taxes with all applicable taxing entities. Tenants must obtain property owner permission prior to making changes to property. Applicants may apply multiple times, but the total grant amount awarded in a 5-year period may not exceed \$50,000.

## WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR A GRANT?

Any single or combination project type in the chart below is eligible to receive a grant of up to \$50,000. All grant-funded work must comply with **NEC Design Guidelines (pages 8-9)**.

Be creative! A project doesn't have to be large to give a property a refreshed look.

Project Type	Eligible Examples (including, but not limited to)
<b>Façade Renovations</b>	Façade renovation, installation of stucco, stone, or masonry elements on façade, replacement of exterior elements such as doors, windows, and awnings, painting of storefront, removal of burglar bars, and installation of security window film, upgrade of signage attached to building.
<b>Landscape &amp; Parking Areas</b>	Installation of landscape elements (in-ground or planters) in parking lots, base of signs, and along entrances to buildings. All landscaping requires the use of low-water, drought-tolerant native plants. Parking lot repairs, resurfacing, and restriping are eligible <b>if they are attached to a landscaping project</b> .
<b>Signage</b>	Removal of non-conforming or outdated signage, sign consolidation (combining multiple tenant signage into a single multi-tenant pylon sign), and replacement of temporary signage with permanent signage affixed to building.

**Maximum Total Award for Single Property Application is \$50,000**

### Please note the following...

- Projects must be permanent improvements (no temporary signs or banners). After project completion, grantees shall limit the amount of temporary signage on their property to reduce clutter.
- All work must be permitted as applicable and comply with the City's Unified Development Code (UDC).
- If selected for a grant, grantees will sign a contract with the City of San Antonio to be reimbursed upon project completion. Reimbursement may be requested in phases or as one lump sum.
- Grantees are expected to keep their improvements in good repair for a period of 5 years.

## WHAT IS NOT ELIGIBLE FOR A GRANT?

Materials-only requests, additions or demolitions that change the footprint of the building, reimbursement for work already completed, branded signage for chains with over 10 outlets in City, and projects that are considered basic property maintenance. Residential properties are also ineligible.

# GRANT PROGRAM ELIGIBILITY cont'd.

## HOW ARE APPLICATIONS EVALUATED?

Project proposals will be evaluated based on the following criteria:

- **Quality and Completeness of Application**

Did the applicant submit all required components of the application? Has enough information been provided to illustrate the proposed project to the evaluation committee? A project description, bids, cost-estimates, and visuals should be included in the application.

- **Consistency with NEC Revitalization Goals and Design Guidelines (see pages 6 - 7)**

Projects should convey positive change to the community and upgrade the appearance of a property's exterior, street frontage, or parking area.

- **Impact**

Project's overall ability to produce a visible impact on the streetscape. Conditions considered in making a determination on visible impact include a property's proximity to NEC access points or high-traffic intersections, position in a high-visibility location, potential for the proposed project alone or in combination with other projects to result in a continuous section of improved streetscape, and/or correction of code violations that impact the appearance of the streetscape.

## TO APPLY

Complete the "**NEC Enhancement Grant Program Application**". Applications may be submitted in-person or by mail or courier to the address below. Applications may also be scanned and emailed to [Sidra.Schimelpfening@SanAntonio.gov](mailto:Sidra.Schimelpfening@SanAntonio.gov)

***City of San Antonio***

***Planning Department***

***Attn: Sidra Schimelpfening, NEC Grant Program Manager***

***100 West Houston, P.O. Box 839966***

***San Antonio, TX 78205***

Applicants will be notified by email when their submission is received. If no verification email is received, please follow up.

For questions regarding the NEC Enhancement Matching Grant Program or application requirements, please contact Sidra Schimelpfening at [Sidra.Schimelpfening@SanAntonio.gov](mailto:Sidra.Schimelpfening@SanAntonio.gov) or (210) 207-8187.



# DESIGN GUIDELINES



Design guidelines are common standards that help create cohesive, visually inviting spaces for communities, businesses, and customers. Common design guidelines address building materials, landscaping, signage, and lighting.

***As a condition of receiving NEC Enhancement Matching Grant Program funds, the City requires that grant recipients follow these basic guidelines in the selection and installation of building materials, landscape elements, and signage.***

## BUILDING MATERIALS

- The requirements for building materials apply to all building elevations visible from major NEC thoroughfares (Perrin Beitel, Nacogdoches, Naco-Perrin, Thousand Oaks, etc).
- To the greatest extent possible, building materials, colors, and finishes should be used that are compatible with existing properties in the NEC to support a consistent visual theme.

### Encouraged

- Finished masonry or equivalent
- Decorative concrete (profiled, sculpted, fluted, textured, or varied in design)
- Native stone (or synthetic equivalent)
- Brick or brick veneer
- Cement fiber board (hardiplank)
- Stucco
- Glass
- Metal may be used on roofs, canopies or awnings; balconies and railings; doors, windows, and their framing
- Window security film (a window laminate used in place of burglar bars)

### Discouraged

- Siding made of vinyl, wood fiber hardboard, oriented strand board, plastic, or fiberglass panels
- Corrugated, ribbed, galvanized, aluminum, coated or unpainted metal on wall elevations (prohibitions does not apply to metals used on roofs, awnings, or canopies)
- Unfired or under-fired clay, sand, or brick
- Unfinished concrete cinderblock (also called "masonry units")
- Smooth or un-textured concrete finishes
- Mirrored glass with a reflectance more than 20%
- Burglar Bars

# DESIGN GUIDELINES cont'd.

## LANDSCAPING

- The requirements for landscaping include the use of drought-tolerant, low-water, and native trees, plants, and shrubs for sustainability and conservation of resources. See San Antonio Water System's (SAWS) "Garden Style" site for approved plant list and landscape design tips: [www.GardenStyleSanAntonio.com](http://www.GardenStyleSanAntonio.com).  
The City's Unified Development Code also contains a "Recommended Plant List."
- All San Antonio regulations concerning utilities and maintaining clear lines of sight apply. Call before you dig: [www.Call811.com](http://www.Call811.com).

### Encouraged

- Xeriscaping
- Screening of parking areas with vegetative buffer
- Planters and planter boxes
- Landscaping at base of on-premises signage
- Plantings in frontage right-of-way (ROW) with appropriate accommodation for utilities and lines of sight

### Discouraged

- Trees, plants, and shrubs that are not low-water or drought-tolerant
- Any feature that inhibits a clear line of sight for vehicular or pedestrian traffic

## SIGNAGE

- All signs (affixed to building and on-premises) must be properly permitted and meet current City Unified Development Code (UDC) regulations. Information on signage requirements is available at: [www.SanAntonio.gov/DSD/Resources/Codes](http://www.SanAntonio.gov/DSD/Resources/Codes).
- All signage should be designed to reduce clutter and contribute to a cohesive streetscape.

### Encouraged

- Externally illuminated signage and lettering
- Internally illuminated signs with opaque field and translucent letters
- Hanging signs
- Removal of outdated or abandoned pole signs
- Internally illuminated channel letters

### Discouraged

- Digital, video, flashing, or strobe signs
- Temporary signs (banners, yard signs, etc.)

# PROJECT EXAMPLES

BEFORE



AFTER



BEFORE



AFTER



BEFORE



AFTER





# NEC ENHANCEMENT GRANT APPLICATION FORM

(PAGE 1 OF 3)

## I. APPLICANT INFORMATION

*Information about you and where you can be reached.*

1. Applicant Name: \_\_\_\_\_

2. Applicant Mailing Address (Street, City, State, Zip): \_\_\_\_\_  
\_\_\_\_\_

3. Applicant Email: \_\_\_\_\_

4. Applicant Phone: \_\_\_\_\_

5. Applicant is (check one):    Owner \_\_\_\_\_ Tenant\* \_\_\_\_\_

*\* Tenants must provide a copy of lease agreement and approval from property owner as a condition of grant award. Please provide this documentation with the application form if available.*

## II. PROPERTY INFORMATION

*Information about the property where you wish to receive the grant.*

1. Property Address (Street, City, State, Zip): \_\_\_\_\_  
\_\_\_\_\_

2. Business Name or Name of Center: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Property Manager/Company or other point of contact authorized to communicate on behalf of property owner (if applicable): \_\_\_\_\_

# NEC ENHANCEMENT GRANT APPLICATION FORM

(PAGE 2 OF 3)

## III. PROJECT INFORMATION

Tell us about your proposed project. Include as many attachments as necessary. The more information you provide, the better the evaluation committee can visualize what you want to do.

**All sections below are REQUIRED. Attach pages as necessary.**

- 1. Describe your project.** What do you want to do to the property?  
Be as specific as possible. A good description includes type of improvements (façade, landscape, or signage), numbers, measurements, location of improvements on property, paint colors, types of plants being used for landscaping, etc.
- 2. Attach TWO (2) contractor bids for your project.**  
Two bids are required in order to show cost-reasonableness (the general “going rate” for the resources and labor required for your project). Bids should be from licensed, bonded contractors.
- 3. What is the total cost of your project? Enter amount here: \$ \_\_\_\_\_**  
After reviewing your contractor bids, what is the total cost of your improvements? You are not required to accept the lowest bid. The grant amount will be based on the total cost of the project, so please make sure the figure adequately covers costs.
- 4. Attach illustrations, pictures, drawings, or other visuals.**  
Provide any supporting visuals that will help illustrate your project to the evaluation committee. Examples include: pictures of the property showing location of enhancements, paint color samples, pictures of materials to be used, pictures of plants to be used for landscaping. These DO NOT have to be professional drawings. You can use pictures from the internet or hand-sketch an outline of the building showing location of improvements.
- 5. Signature.** I understand that this document is for application purposes only and does not constitute a binding agreement with the City of San Antonio. I understand that if my application is selected, I will need to provide all required documentation prior to the execution of a Grant Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*NEC Matching Grant Application FY 2025*

# NEC ENHANCEMENT GRANT APPLICATION CHECKLIST

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## Check that you have...

- Determined if you are within the designated NEC Boundary on page 3
- Read the Design Guidelines and reviewed Project Examples
- Attached all information required on the Application Form
  - \_\_\_I. Applicant Information
  - \_\_\_II. Property Information
  - \_\_\_III. Property Information, including all the following:
    - Project Description (written narrative)
    - Two (2) contractor bids
    - Total project cost
    - Illustrations, pictures, or other visuals
    - Signed the application form

## Completed application packages must be submitted:

### By mail to:

City of San Antonio  
Planning Department  
Attn: Sidra Schimelpfening, NEC Grant Program Manager  
100 West Houston, 18<sup>th</sup> Floor  
San Antonio, TX 78205

### Or via email to:

[Sidra.Schimelpfening@SanAntonio.gov](mailto:Sidra.Schimelpfening@SanAntonio.gov)

## For Grant Program information and/or questions

Visit: [SanAntonio.gov/Planning/NEC](https://SanAntonio.gov/Planning/NEC) or contact Sidra Schimelpfening at [Sidra.Schimelpfening@SanAntonio.gov](mailto:Sidra.Schimelpfening@SanAntonio.gov) or (210) 207-8187

