



TO: Honorable Mayor and City Council

FROM: Kelly Violette
Executive Director

MEETING DATE: July 21, 2025

SUBJECT: Raymond Street Professional Suites, LLC

ITEM TYPE: Action

The Tomball Economic Development Corporation has received a request from Jennifer LeMaster, Owner, Raymond Street Professional Suites, LLC for funding assistance through the TEDC's Old Town Façade Improvement Grant (FIG) Program. Ms. LeMaster plans to convert an existing residential structure located at 203 Raymond Street into a multi-tenant office space.

The proposed improvements include exterior painting, roofing, entry gable addition, expansion of the exterior entrance, awning, siding, interior demolition of existing closets, interior flooring, interior painting, interior front lobby, ADA bathroom, plumbing, and electrical work.

The goal of the TEDC's Old Town Rental Incentive Program is to promote and assist with the renovation, rehabilitation, restoration, and enhancement of commercial properties within the Old Town Mixed Use zoning district. In accordance with the Old Town Façade Improvement Grant Program Guidelines & Criteria, the proposed performance agreement is for 50% of the eligible improvement costs, not to exceed \$40,000.00.

The project and application was reviewed and conditionally approved by the Business Retention & Expansion (BRE) Committee on June 10, 2025. While this conditional approval enables the applicant to move forward with their project and avoid significant approval delays, it does not guarantee funding. Final approval is still required from both the TEDC Board and Tomball City Council. Applicants proceed at their own risk until those approvals are secured.

Once approved, the applicant will have nine months to complete the improvements. All grants are reimbursement grants and will only be funded after completion of the project, and after the applicant submits final paid itemized invoices/receipts for all applicable labor and materials, proof of payment, and digital photographs of the completed work.

Although this project does not create primary jobs, it does promote the development and expansion of business enterprise, which is considered a permissible project as outlined in

Texas Economic Development Legislation. If this project is approved, it will go to the Tomball City Council for final approval by resolution at two separate readings.