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105 S. Main Street – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212  
[www.goodlettsville.gov](http://www.goodlettsville.gov)

**MINUTES OF REGULAR MEETING  
GOODLETTSVILLE INDUSTRIAL DEVELOPMENT BOARD**

Date: Tuesday, July 11, 2023  
Time: Meeting was called to order at 6:02 PM by Chairman Billy Barnfield  
Place: 105 South Main Street, Goodlettsville, TN 37072

Board Members Present: Beth Deering, Mark Allison, Billy Barnfield, Danny Hawkins, Jim Snyder.

Also, in attendance; City Manager, Tim Ellis, Economic Development Coordinator, Alex West, Director of Planning, Addam McCormick.

Board Members Absent: Josh Pierce, Emmett Wynn

**Item #2 Election of Board for 2023-2024:**

The motion was made by Dan Hawkins and seconded by Beth Deering for the appointment of Billy Barnfield as Chairman. The motion was passed unanimously.

The motion was made by Jim Snyder and seconded by Billy Barnfield for the appointment of Mark Allison as Vice-Chairman. The motion was passed unanimously.

The motion was made by Danny Hawkins and seconded by Jim Snyder for the appointment of Beth Deering as Secretary/Treasurer. The motion was passed unanimously.

**Item #3 Roll call by the secretary:**

Roll call was taken at the beginning of the meeting once the meeting was called to order.

**Item #4 Approval of the January 10, 2023, regular meeting minutes of the Industrial Development Board:**

The motion was made by Beth Deering and seconded by Danny Hawkins to approve the minutes as written.

**Item #5 Old Business:**

No old business was discussed.

**Item #6 New Business:**

**A. Recommendation to amend Bylaws to the City Commission regarding the following sections:**

**Article II – Board of Directors – Paragraph One – Number of Members**

**Article IV – Meetings – Paragraph Two – Schedule of Meetings**

**Article VI – Adoption and Amendment – Paragraph Two – Amendment of Bylaws**

Tim Ellis made the recommendation that the board reduce the number of members from nine down to seven. He advised that this would have to go before the City Commission and be approved by resolution. It was also mentioned that this will have to be reflected to the Tennessee

Secretary of State's office. Alex West explained what wording in those sections would be changed and asked for any other corrections.

Chairman Barnfield asked what the status was on the missing members and the board not being at full members of nine. Alex West updated that Mr. Pierce had let him know that he would miss the meeting and no correspondence had been had with Mr. Wynn.

Motion was made by Beth Deering and seconded by Mark Allison to approve all of the changes as stated in the agenda.

**B. Discussion offering (TIFs) Tax Increment Financing, (PILOTS) Payment In Lieu Of Taxes, and (CBIDs) Central Business Improvement Districts**

Staff discussed outlining what they would like to see as possible offerings and to review that along with areas in town that could benefit from these types of funding opportunities. The (TIFs) and (PILOTS) were discussed in detail as to how they could benefit the city and developers. It was also discussed that in offering these we need to be mindful of the areas that they are offered and the frequency that they can be given out in those areas. Discussion also centered around which areas in town would benefit more from a (TIF) than they would a (PILOT).

**C. Commercial development and staff update led by Alex West and Addam McCormick, Community Development, and Tim Ellis, City Manager**

Addam McCormick gave an update of all the projects that had been approved and the phase that they are in. The major projects such as BJ's Wholesale, Al Neyer, StoneBridge Lofts, and Range USA were hit on and where they were at in the construction process.

Alex West explained what the board needed to do before the next meeting in regard to the TIF's and PILOT's. He also added that he did not have any further projects to discuss then Mr. McCormick had already hit on.

**Item #7 Adjournment:**

The meeting was adjourned at 6:55 PM with a motion by Beth Deering and seconded by Mark Allison.

**Item #8 Public Comments**

No public attended the meeting.

All meetings begin at 6:00 P.M. and will be held at the Goodlettsville City Hall Massie Chambers located at 105 South Main Street, Goodlettsville; TN. A meeting can be called ad-hoc at any time.

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Chairman

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Recording Secretary

## APPLICATION

Contact: Alex West  
 Goodlettsville Industrial Development Department  
 Goodlettsville, TN 37072  
 615-851-2213  
[awest@goodlettsville.gov](mailto:awest@goodlettsville.gov)



### APPLICANT INFORMATION

Name:
Phone:
Referred by:

### FOR OFFICE USE ONLY

Application Date:	
Approval Date:	Amount:
Tax ID number:	

### PROPERTY OWNER INFORMATION

Name:	Years Owned:
Address:	Phone:
City:	State:
Type of Ownership:	Zip:
Owner's Signature-Demolition Approved:	

### BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business / Project Owner's Name:
Address:	Phone:
City:	State:
Type of Business:	Zip:
Upper floor use (if applicable):	

### PROPOSED DEMOLITION and IMPROVEMENTS

Describe extent of Demolition:		
Describe planned Improvements:		
Other Improvements:		
Estimated Cost of Demolition:	Estimated Cost of Improvements:	Grant Amount Requested:

Check appropriately:

- I own the property in consideration     
  I lease the property in consideration

I have read the Redevelopment Grant Program Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:

Date:

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INTAKE SHEET

Applicant Information

Company Name \_\_\_\_\_

Name of Individual: First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_

Contact Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

Additional Description of Work (attach plans if applicable):

**This Section for Office Use Only:**

**Submittals:**

Photos (*Before and After improvement if applicable*)

Written approval from property owner (if different than applicant)

Cost Estimates

Demolition Plans (*if applicable*)

Quotes for completion

Additional Information

STAFF'S SIGNATURE:



DATE:

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## Program Guidelines

### Eligibility Requirements

Please check each box applicable to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- All projects must be located within the City Limits of the City of Goodlettsville.
- For projects that are only requesting façade improvements all work must be done on a street facing side of an existing building.
- Qualifying buildings may be Existing or New Construction. ("New" is a completely new structure on a clear site completed within the grant period)
- Please also check if project is within a Commercial District (*if not leave blank*)
- All work must result in a publicly visible improvement.
- Demolition is all of an existing structure  
OR
- Demolition is a portion of an existing structure
- Project includes preparation of a building for Interior tenant finish work (*if not leave blank*)
- All work must be in compliance with approved Building and Fire Codes
- All work must be appropriate according to the Redevelopment Grant Program's guidelines.
- Project Cost must exceed \$1,000 to be considered for a demolition grant.
- Live/Work studios should be classified as a commercial or mixed use building. Staff will conduct a site visit.
- Property owner or tenant must agree to maintain the property upon completion of work.

### Projects that are not Eligible

The following types of Projects or Properties are not eligible for the Redevelopment Grant Program:

**Projects/work completed prior to the last funding year (generally before April of the prior year)**

**Tax delinquent property**

**Property whose owner has any other tax delinquent property**

**Non-Profit/Tax Exempt Property (Exceptions may be made for organizations and businesses paying property tax)**

**Property in litigation**

**Property in condemnation or receivership**

**Properties purchased from the city may be considered on a case by case basis**

**Security systems, Air Conditioning and Heating Upgrades, Interior Tenant Finish Work Only, and Residential projects.**

**Routine maintenance such as painting, masonry, and lighting unless it is part of a larger renovation project.**

**Work on the rear or unseen roof of the building is not eligible for a redevelopment grant.**

**Redevelopment Grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance alone. These improvements must be part of a comprehensive plan for redevelopment of the site.**

# Program Guidelines

## General Criteria

For a period of one year after the establishment of the program by the City Commission redevelopment grants will be available for properties located within the City of Goodlettsville. After the first year, the program will be evaluated for potential continued funding.

**Only one award will be allowed per property per year. Properties which are awarded multiple awards over several years may receive a reduced award based on amount of previous awards, completion and quality of work performed on previous awards.**

Plans for rehabilitation of structures should respect the architectural integrity of the entire building and the neighboring streetscape.

Redevelopment grants are not intended to be a partial solution to a building in obvious disrepair and neglect. For these properties, the applicant must show a comprehensive proposal for the entire site's redevelopment that would meet the current building and zoning codes in order to bring the property into occupiable condition.

Tenants may qualify for grant funding with the written consent of the owner of the building.

**The City of Goodlettsville /GIDB/Industrial Development Board will not be a party in negotiations between the applicant and contractors employed by the applicant. The applicant agrees to hold the aforementioned harmless of any defects in workmanship, liability, damages, or other costs relative to the project.**

## Goals of the Program

It is hoped that in addition to providing an incentive to redevelop dilapidated sites, the program will:

- ❖ Provide an incentive for rehabilitation of structures and construction of new structures in harmony with the character of the district.
- ❖ This will also provide a more positive experience for tourists visiting our city and improve the economics.

**Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural, and cultural values.**

- ❖ Maintain a quality image consistent with the character of the surrounding area and the City of Goodlettsville for any new construction.
- ❖ Encourage the use of historic and architecturally significant commercial buildings in a manner that would continue to draw the public to them.
- ❖ Increase the investment in the city and raise property values for tenants and owners.
- ❖ Eliminate blighting influences and prevent deterioration of commercial properties around the City.
- ❖ Conserve important existing building stock.

# Program Guidelines

## Application Review

Staff will determine if the application package that is submitted is sufficiently complete to review and will forward the application to the Industrial Development Board.

The Industrial Development Board meets quarterly to review and score the applications. All applications are reviewed on a competitive basis. Eligible application packages are due 30 days prior to their meeting date.

The application package will be reviewed by the Industrial Development Board to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and will score higher those projects that are in a priority area or show additional efforts to meet the following criteria:

- |  |   |
|--|---|
| <b>VISIBILITY:</b>                     | <b>Certain buildings are important to the character of the City because of their location, size and/or architectural details.</b>   |
| <b>DESIGN:</b>                         | <b>Some changes may benefit a property's aesthetics significantly.</b>  |
| <b>SUSTAINABILITY/<br/>PERMANENCE:</b> | <b>Some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to projects with significant sustainability and permanence.</b> |
| <b>COMMUNITY<br/>CONTRIBUTIONS:</b>    | <b>Businesses that focus on the community as a whole build a better place for people to live, visit, work and play. In a competitive review priority may be given to sales tax generated project.</b>     |

## Required Materials for Application

*Application packages must include enough documentation to illustrate the visual impact of the project and its costs. **Failure to provide required information will delay the review process.** The items submitted should include:*

- A completed application form
- Written consent from property owner giving permission to conduct demolition and/or property improvements.
- Color photographs of existing conditions *(before and after if applicable)*
- Detailed list of materials and colors to be used.
- Drawings and any other documentation necessary to illustrate the visual impact of the proposed project.
- Submit quotes from licensed contractors for the proposed work. In lieu of quotes, receipts for work completed from same will be accepted. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. *All cost information should be provided on an attached spreadsheet. This will be compared to the final cost spreadsheet when the project is complete.*
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule.
- Owners or merchants who are in contracting business may also perform work on their own buildings. You must furnish one quote other than your own. *You will not be reimbursed for your time working on your own building.*
- Expected value of the improvement upon completion – include the basis for the estimate.

# Program Guidelines

## Award Reimbursement

Reimbursement shall be a 50/50 match of the total value of the improvements, with the maximum matching of \$25,000 per site. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement. (Exempt city building permit fees in this case- higher level of tenant improvements possible).

Applications Timeline:

- ❖ **March 1** - Applications Due for **April Review**
- ❖ **June 1** - Applications Due for **July Review**
- ❖ **September 1** - Applications Due for **October Review**
- ❖ **December 1** - Applications Due for **January Review**
  
- ❖ **Quarterly Review Meetings** - Scores and deliberations considered by the Redevelopment Grant Review Committee
  
- ❖ **Approx. 1 Week following Review** - Awards announced and monies begin eligibility for disbursement

What if all funds are used during first quarterly meeting?

The Redevelopment Grant Committee reserves the right to refuse reimbursements in whole or in part for work that:

- ***Does not conform to the proposals submitted with your application and approved by the Goodlettsville Industrial Development Board.***
- Are not commensurate with the workmanship and cost customary to the industry
- Are not completed within 180 days. Since the Façade Grant Committee cannot reserve funds indefinitely, a onetime extension of 180 days can be granted. After that, you will need to apply for consideration again. **All requests for extensions must be submitted in writing with an updated schedule of completion.**

## Required Materials for Reimbursement

City Development Staff will inspect work to ensure that it complies with the approved plans. Upon completion please contact the Economic Development Coordinator at 615-851-2213 for an inspection. ***Any changes to the approved project will require a written request from the applicant and approval by the Redevelopment Grant Committee in order to retain the grant.***

Receipt of funds can be expected in approximately **three (3) to six (6) weeks** after all of the following documentation has been submitted

- Proof of payment for all work to be reimbursed must be submitted. This can include cancelled checks, copies of bank statements or credit card statements showing the bill has been paid. These must equal at least the required matching amount plus the amount of the owner investment. The invoices must be marked paid, signed, and dated by the contractors. ***Cash payments are not accepted.***
- **Color photographs of completed project.**
- **Grantee is responsible for obtaining any permits required to complete the project. Cost of permitting cannot be part of the grant funding. Copies of the approved permits must be submitted prior to reimbursement.**
- **Certificate of Occupancy or Completion from the office of the Building Official**

Records of all plans, and fund disbursements will be kept by the City's Economic Development Coordinator.



# ***TENANT INCENTIVE PROGRAM APPLICATION PROCESS***

**Administered by the  
Goodlettsville Industrial Development Board**

**Goodlettsville Community Development**  
318 N. Main Street, Goodlettsville, TN 37072 ♦ (615) 851-2213 [www.goodlettsville.gov](http://www.goodlettsville.gov)

## NEW OFFICE OR RETAIL TENANT INCENTIVE PROGRAM

The purpose of this program is to provide incentives for **non-retail** and **retail** businesses to locate in the Commercial Districts of the city corporate limits.

The Goodlettsville Industrial Development Board must approve the incentive. To be considered, the tenant and/or the lease must meet the following qualifications:

- The lease must have a term of at least three (3) years.
- The tenant's business should be a business which would tend to encourage other businesses to locate in the District.
- All exterior building improvements, including signage, must be approved by the Design Review Commission.
- The tenant must be creditworthy, i.e., the lease should be "bankable" by the property owner.
- The tenant should submit the application along with the required documentation to the address below ***no less than two weeks prior*** to the regularly scheduled Goodlettsville Industrial Development Board meeting (normally the first Wednesday of each month).

This program shall not apply to businesses relocating from another commercial location within the City of Goodlettsville excluding home occupations.

Upon the approval of the Goodlettsville Industrial Development Board and the tenant actually opening the new business, one-third (1/3) of the incentive shall be paid. The second third shall be paid at the beginning of the second year and the remaining third shall be paid at the beginning of the third year. ***These payments are contingent upon receipt of an updated financial statement and one credit reference to also include a letter in good standing from the landlord. After receipt of the above information and its approval by the Goodlettsville Industrial Development Board. The maximum amount of an award for one applicant shall be \$25,000.***

The total amount of the incentive shall be one dollar (\$1.00) per square foot of leased ***non-retail space*** or two dollars (\$2.00) per square foot of ***retail space***.

To submit the Application or for additional information, contact

Alex West, Economic Development Coordinator  
Community Development Department  
318 N. Main Street, Goodlettsville, TN 37072

(615) 851-2213  
awest@goodlettsville.gov

**NON-RETAIL OR RETAIL TENANT INCENTIVE PROGRAM  
GOODLETTSVILLE INDUSTRIAL DEVELOPMENT BOARD**

***APPLICATION FOR TENANT INCENTIVE***

Name of Applicant (Lessee) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of new business \_\_\_\_\_

Type of business \_\_\_\_\_

Products to be offered \_\_\_\_\_

\_\_\_\_\_

Services to be offered \_\_\_\_\_

\_\_\_\_\_

Address of leased property \_\_\_\_\_

Name of Lessor \_\_\_\_\_

Amount of space to be leased \_\_\_\_\_ sq. ft.

Rental rate \_\_\_\_\_ per sq. ft./per year Initial term of lease \_\_\_\_\_ years

Is the business relocating from another location within the City of Goodlettsville?

\_\_\_\_ Yes \_\_\_\_ No

Commercial Real Estate Broker representing tenant (if any) \_\_\_\_\_

\_\_\_\_\_

**Attachments Required:**

1. Copy of fully executed Lease Agreement (or Letter of Intent for pre-approval purposes)
2. Financial statements of tenant and any guarantor
3. Pro forma Income/Expense Statement of new business

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_