

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

Date: Thursday, July 25, 2024
Time: Meeting was called to order at 6:00 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 2024-2025:

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

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

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

Item #3 Roll call by the secretary:

The roll call was taken by the secretary Beth Deering with two absentees: Josh Pierce and Emmett Wynn.

Item #4 Public Comments

There were no public comments.

Item #5 Comments from the Board:

Chairman Billy Barnfield asked if the seat of Emmett Wynn could be replaced due to repeated absentees. City Manager Tim Ellis responded that he would have a discussion with Mayor Tinnin as these positions on the board are appointed by the mayor.

Item #6 Approval of the July 11, 2023, regular meeting minutes of the Industrial Development Board:

Motion was made by Beth Deering to approve the minutes as written with a second by Mark Allison. The motion was passed unanimously.

Item #7 Old Business:

No old business to discuss.

Item #8 New Business:

A. Information regarding the City's new Redevelopment Grant and the Tenant Incentive Program:

Alex West went over both programs again with the board members and provided them with the entire packets for both programs for the board members to review.

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

Addam McCormick gave an update on the city projects that had been approved by the planning commission and what phase those projects were in.

Alex West gave an update on the upcoming business recruitment shows that staff would be attending to speak with retail brokers and businesses. Retail live would be coming up in August and ICSC Southeast would be in October.

Item #9 Adjournment:

The meeting was adjourned at 6:20 PM with a motion by Jim Snyder and seconded by Beth Deering

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.

Chairman

Recording Secretary

Goodlettsville Redevelopment Grant Program

APPLICATION

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



APPLICANT INFORMATION

Name: <i>Gypsy Barber & Shave Co. LLC</i>
Phone:
Referred by:

FOR OFFICE USE ONLY

Application Date: <i>8/30/2024</i>	
Approval Date:	Amount:
Tax ID number:	

PROPERTY OWNER INFORMATION

Name: <i>Lisa Durand</i>	Years Owned: <i>3</i>
Address:	Phone:
City: <i>Goodlettsville</i>	State: <i>TN</i>
	Zip: <i>37072</i>
Type of Ownership: <i>LLC</i>	
Owner's Signature-Demolition Approved:	

BUSINESS AND / OR PROJECT INFORMATION

Name of Business: <i>Gypsy Barber & Shave Co. LLC</i>	Business / Project Owner's Name:
Address: <i>Same</i>	Phone:
City:	State:
	Zip:
Type of Business: <i>Barber Shop</i>	Upper floor use (if applicable):

PROPOSED DEMOLITION and IMPROVEMENTS

Describe extent of Demolition: <i>Removing overgrowth on Bluebird side of the property along the fence and move out to maintain.</i>		
Describe planned Improvements: <i>*New sign \$14,756, new parking lot striped \$15,200 and brush removal and fence pushed back to my property \$8,000.</i>		
Other Improvements: <i>*The sign estimate includes the masonry monument</i>		
Estimated Cost of Demolition:	Estimated Cost of Improvements: <i>\$37,956</i>	Grant Amount Requested: <i>\$18,978</i>

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:

	<i>Lisa Durand</i>	<i>09/17/24</i>
--	--------------------	-----------------

Goodlettsville Redevelopment Grant Program

INTAKE SHEET

Applicant Information

Company Name Gypsy Barber & Shave Co. LLC

Name of Individual: First Lisa Middle Initial M Last Durand

Contact Address _____ City Goodlettsville State TN Zip Code 37072

Telephone _____

Estimated Date of Completion: 10/30/2024

Additional Description of Work (attach plans if applicable):

When we purchased the property in 2021 we renovated the roof, windows, plumbing, painting interior and exterior, etc. to bring the property.

We are looking to do the following:

1. Replace our sign that was damaged in the storm
2. Paving the parking lot and have it striped
3. Clear the back of the property of overgrowth and move the fence back to the property line to prevent vagrants and debris.

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:

City of Goodlettsville Redevelopment Grant Program

Page 2 | 7

Goodlettsville Redevelopment Grant Program

The **PURPOSE** of the Redevelopment Grant Program is to encourage the revitalization of building sites with special emphasis on improvement of the aesthetics in the City's Commercial Districts with grant assistance through the Goodlettsville Industrial Development Board (GIDB), for the City of Goodlettsville, Tennessee. Special emphasis is given to projects along Long Hollow Pike, Main Street, and Rivergate Parkway, however; the grant is applicable to all parts of the City. The improvements shall also have a positive impact to our city's tourism and economic impact.

Please use the space below to summarize the scope of work that the submitted application covers. Be sure to include the proposed improvements, how those improvements will benefit the city and surrounding area, as well as the proposed timeline for completion.

Our sign was destroyed in one of the signs and we have tried using temporary flags and banners and have received violations from codes.

It will help our business be noticed and be very clear of where our patrons are going. The parking lot is crumbling and you can not see the parking spots so it does cause confusion and is an eye sore when driving by. The back of the property is overgrown and hard to access as it is beyond my fence, but on my property. There have been homeless people in there drinking and littering on my property

so by cleaning that back area up it will be open and hard to hide. You can see that side of the building when driving by as we are on a corner lot.

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:

VISIBILITY: Certain buildings are important to the character of the City because of their location, size and/or architectural details.

DESIGN: Some changes may benefit a property's aesthetics significantly.

**SUSTAINABILITY/
PERMANENCE:** 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.

**COMMUNITY
CONTRIBUTIONS:** 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.*

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.