

# A G E N D A

## Board Meeting

### Two Rivers Company

November 17, 2016 – 8:00am

Regional Planning Commission  
329 Main Street  
Clarksville, TN 37040



329 Main Street, Suite 3  
Clarksville, TN 37040  
(931) 217-6538  
tworiverscompany.tn@gmail.com

#### 1) Minutes

- Approval of minutes of Meeting of October 27, 2016 (attached)

#### 2) New Business

- 2.1 Request for approval of Façade and Exterior Improvement Program application for 125 Franklin Street

#### 3) Ex-Officio & Other Reports

#### 4) Committee Reports

4.1: Executive Committee and Budget Committee – President: Charlie Foust

- Executive committee meeting of November 10, 2016 (Next meeting is December 8, 2016)

4.2: CRIF (Community Revolving Investment Fund) – Chair: Wayne Wilkinson

- No meeting in October or November (Next meeting tbd)

4.3: DCA (Downtown Clarksville Association) - Chair: Ryan Bowie

- Meeting of November 10, 2016 (Next meeting is December 8, 2016)

4.4: Design Review Board

- Next meeting is November 21, 2016

4.5: Marketing and Promotions Committee – Chair: Michelle Dickerson

- No meeting in November (Next meeting is November 8, 2016)

4.6: Planning and Development Committee – Chair: Jeff Bibb

- No meeting in November (Next meeting is December 16, 2016)

4.7: Safe, Clean and Green Committee – Chair: Kay Drew

- Meeting of November 2, 2016 (Next meeting is December 21, 2016)

#### 5) Other / Old Business

- Business Activity Report (attached)
- TRC, Downtown & Riverfront Calendar of Events (attached)

#### 6) Adjourn

**Next TRC Board Meeting: Thursday, December 22, 2016, 8:00am**

Minutes  
Two Rivers Company  
Monthly Board Meeting  
Tree of Life Center  
30 Crossland Avenue  
October 27, 2016, 8:00 am



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Clarksville, TN 37040  
(931) 217-6538  
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## DRAFT

The TRC Board meeting on October 27, 2016 was called to order at 0800 by President Charlie Foust. The meeting was held at the Tree of Life Center. The following members were present: Mike O'Malley, Laura Shroeder, Ryan Bowie, Jeff Truitt, Stanley Ross, Dr. White, Michael Dale, Jason Hodges, Laurie Matta, Mary Nell Wooten and Charlie Foust.

The first order of business was the approval of the minutes from the August 18, 2016. Laura Shroeder moved and Ryan Bowie seconded the approval.

Under New Business were two requests for improvement incentives. Brenda Kelley presented the request for 121 Franklin Street, owner Christine Wenrick. After the presentation Mike O'Malley moved and Jeff Truitt provided the second for approval. The motion passed. Michael Dale asked the account balance for incentives. Brenda Kelley responded that she would provide that information at the next meeting, but there was currently available funding for the two applications on this agenda.

The next presentation was for 124 Franklin Street, owner Rob Copeland. After the presentation Michael Dale made a motion for approval and Jeff Truitt provided the second. Motion passed.

State Comptroller Determination: The State Comptroller has determined that with the new by-law changes TRC is now a joint venture with the county. This will involve an additional \$1000 in audit costs and a procedure manual will need to be developed and in place by June 2017. Laurie Matta noted that these were some of the unintended consequences of the action and we will need to solve the legal issues. Jeff Truitt noted that having additional accounting measures is not a bad thing. Charlie Foust said this could be a good thing for TRC. Michael Dale moved approval of additional audit funds up to \$1500. Mike O'Malley seconded and the motion passed.

A Resolution revising the membership of the Safe, Clean & Green Committee was presented by Brenda Kelley. Michael Dale made the motion and Ryan Bowie provided the second. Motion was approved.

Dr. Ripple provided an update on the Transit Center Relocation Study. An additional site, Two Brothers Automotive on Cumberland Drive will be considered along with the other 7 sites still under consideration. The next public meeting will be November 17 at the Regional Planning Commission. Dr. White said she wanted to go on record to say the APSU sites are not on the table. Jeff Truitt told Dr. Ripple that he wished the study would consider different routing to revamp the entire system.

Charlie Foust announced the Civic Center Groundbreaking on November 15 and urged everyone to attend.

EX-OFFICIO AND OTHER REPORTS:

Laurie Matta - no report from the City.

Jeff Truitt encouraged everyone to attend the groundbreaking on the 15<sup>th</sup>.

APSU: Mitch Robinson mentioned the lighting of the water tower on 9<sup>th</sup> St. Dr. White mentioned they are looking at high frequency noise to scare off the birds roosting on the tower.

Parking Authority: Mitch Robinson mentioned they are resurfacing the lot in front of the Jail and it will be closed for two days.

Dr. Ripple and Joe Pitts had no report.

COMMITTEE REPORTS:

EXECUTIVE COMMITTEE: Charlie Foust reported that the committee has met in September and October. Meeting consisted of lengthy discussion on a Business Improvement District. TRC has been working with a California consultant who is an expert on setting up BID's. Currently there is no support from affected property owner's/businesses so discussion is on hold. He announced the Power of 10 Summit.

CRIF: Wayne Wilkerson was not present but Brenda Kelley announced the board continues to explore opportunities.

DCA: Ryan Bowie said the committee has approved the Kiwanis check for beer sales from Jammin' In the Alley. They are moving forward with the Channel 5 commercial to air in December. The Frank Sutton statue mold is about complete. There will be kiosk on the Roxy site to explain his life. He also announced that November's Art Walk will be November 4.

DESIGN REVIEW Board: Dr. Ripple The board met in September and October and he provided status on the following applications:

121 Franklin - Staff has approved

124 Franklin - Waiting for more information

125 Franklin - In discussion

He also announced that Jeff Robinson is planning more condos for High Point Row.

MARKETING AND PROMOTIONS: Brenda Kelley announced that the TRC Web Site has been launched. The Web address is: [www.tworiverscompany.com](http://www.tworiverscompany.com) or [www.tworiverscompany.org](http://www.tworiverscompany.org).

PLANNING AND DEVELOPMENT COMMITTEE: Jeff Bibb reported that the committee met last Friday with three consultants to look at several projects. The Home Avenue and 4<sup>th</sup> Street pedestrian connection is being worked by Bob Murphy who is trying to get a handle on that intersection prior to development. Phil Ryan, former Metro Nashville Housing & Development, is helping the committee on how to package incentives with a goal of 150 to 200 residential units by 2019. Randall Gross did not attend the meeting but hoping that with his market study the group can partner with Austin Peay.

SAFE, CLEAN, & GREEN: Brenda Kelley reported the committee is working on a list of projects to prioritize for next year.

Brenda Kelley presented the financial report for TRC which is attached.

Under old Business, Brenda presented the calendar and Business Activity Report. Dr. White announced that the beautification work on University Avenue was done by Charles Hand and she wanted to send him a public Thank You.

The meeting was also attended by several community members and Riverside Drive Business Owners. Meeting adjourned at approximately 09:00AM

**Minutes Approved by Board: November 17, 2016**

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**TRC Board President**

## MEMORANDUM



**To:** TRC Board Members

**From:** Brenda Kelley, Executive Director *BK*

**Date:** November 17, 2016

**Subject:** Incentive application  
125 Franklin Street

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### **Request:**

The applicants, Theresa and Greg Shea, are requesting approval for reimbursement incentive, per attached application and scope of work (see attached Exhibit).

### **Staff Recommendation:**

Approve the request with the following conditions:

- DRB or administrative approval required prior to execution of the Agreement
- Contractor's license numbers required prior to execution of the Agreement
- If building is to be painted, application must go back to Board for approval

### **Background:**

The Façade and Exterior Improvement Program was originally approved by the Board in September 2014. The intent of the program is to assist tenants and/or property owners to preserve and enhance existing commercial buildings in downtown Clarksville. At this time, a "target area" is identified, as well as a time-limited additional grant award to commercial uses to also include interior improvements that stay with the property. If awarded, this grant is a reimbursement grant and only paid upon completion of the project.

The program specifically states:

"Property to be improved must be free of all municipal and county liens, judgments or encumbrances (not including mortgage) of any kind. This provision may be waived by the TRC Board of Directors upon finding that the proposed improvements help to rectify the encumbrance(s) and provide a defined public benefit..."

"The Façade and Exterior Improvement Program benefits are contingent upon funding availability, and TRC Board approval. Benefits of this program are not to be construed as an entitlement or right of a property owner or applicant..."

Typically, the following criteria may be helpful to evaluate incentive applications:

- Does the application meet the intent of the program?
- Funding availability.
- "But for" test.
- If approved, will the improvements improve the overall condition of the district and/or "target area"?
- Does the proposed project provide a public benefit?

**Applicant:** Theresa Davis Shea and Gregory Robert Shea, property owners of 125 Franklin Street

**Project Description:** Install Flooring, remove crumbling plaster, restore ceiling, change façade, new windows, paint, remove window A/C, and restaurant remodel.

**Total Project Cost:** \$151,790

Total Project Cost of Eligible Improvements: \$73,140

**Incentive Funding Requested:** \$80,000

Total Incentive at 80%: \$58,512

**Available Incentive Funding:** \$62,750

**DRB approval:** tentatively scheduled for Board meeting on November 21, 2016

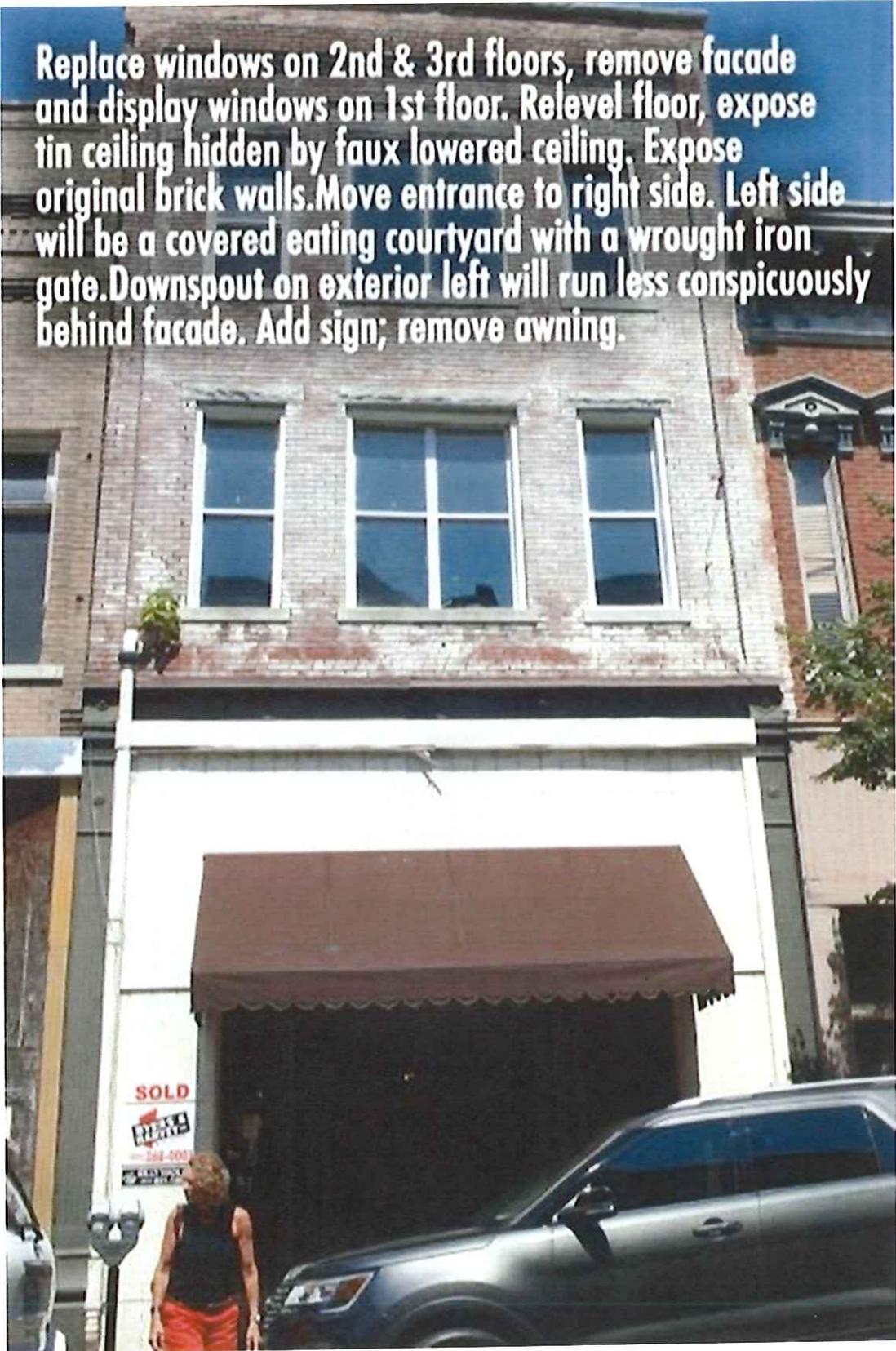
**TRC Executive Committee recommendation:** Recommended approval; in an amount not to exceed \$58,512

**Property Information:**

Montgomery County property records:  
Property was purchased: September 2016  
Year built: 1900



**Front Façade – 125 Franklin Street – Existing Conditions**



**Front Façade – 125 Franklin Street – Existing Conditions**



**Replace windows, remove window a/c, replace window and door (broken glass). Add sign (after approval).**

**Rear Façade (Strawberry Alley elevation) – 125 Franklin Street – Existing Conditions**

125 Franklin  
Cost Estimates

	Jerry G. Akins Construction	Providence Builders
<b>Exterior</b>		
Franklin Street: Demo existing storefront, tile floor, level, wood door w/ wrought iron inset, new awning-style windows with brick base on ground floor, new windows on 2 <sup>nd</sup> and 3 <sup>rd</sup> floors and transom, hide façade exterior drain, mini-split or extend A/C, copper lighting above windows, blade sign, extend sprinkler system Optional pending DRB approval: Hardi siding Strawberry Alley: new windows on 2 <sup>nd</sup> and 3 <sup>rd</sup> floors, fix 1 <sup>st</sup> floor window	\$ 43,340.00	\$ 70,325.00
	9,400.00	50,950.00 (includes painting both elevations)
<b>Interior (Improvements eligible per program)</b>		
Renovate bathrooms – hang sink/vanity, remodel, bathroom stalls	10,200.00	50,750.00 (includes kitchen and bathroom improvements)
	10,200.00	included in costs
General: permits, dumpster, electrical		
Total	\$ 73,140.00	\$133,962.00 (@25% of kitchen/bath Estimate)
@80%	\$ 58,512.00	\$107,170.00
<b>Total Project Cost</b>	<b>\$ 151,790.00</b>	<b>\$ 247,175.00</b>



**Two Rivers Company**  
**Clarksville, TN**

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**FAÇADE AND EXTERIOR  
IMPROVEMENT  
PROGRAM**

*(Approved August 18, 2016)*

*received  
10.21.16  
BL*

*125 FRANKLIN ST.*



**Two Rivers Company (“TRC”)  
 FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM**

**About the Program**

The Façade and Exterior Improvement Program is an incentive available to commercial businesses located within the Central Business Improvement District (“CBID”) for aesthetic and structural improvements to the exterior of a commercial building and site. The intent of the program is to assist tenants and/or property owners to preserve and enhance existing buildings in downtown Clarksville. Façade improvements, structural improvements, painting of the building, installation of awnings, new doors/windows, landscaping, repair of sidewalks/driveways, and brick pavers are typical improvements covered by the Façade and Exterior Improvement Program.

The Two Rivers Company will provide a grant for 75% of a project located within the CBID totaling \$10,000 or less, for a maximum grant of \$7,500. For projects within the CBID targeted redevelopment areas (*properties on Strawberry Alley and Franklin Street, between First Street and Second Street*) the grant may be increased to \$20,000 with a 20% match from the business.

**Time-limited Grant Award:** Effective for the period August 1, 2016 - June 30, 2017, the maximum grant may be increased to \$80,000 with a 20% match from the business and may also include eligible permanent interior improvements as approved by a review committee, only for those applications located in a targeted redevelopment area and approved by the Two Rivers Company Board of Directors prior to June 30, 2017. This time-limited program will be on a first-come, first-serve basis, pending available funding.

	<u>Examples</u>		
	Within CBID	Within targeted redevelopment area	Time-limited Grant Award
<b>Minimum Project Cost:</b>	<b>\$10,000</b>	<b>\$25,000</b>	<b>\$100,000</b>
<b>Maximum TRC Grant:</b>	<b>\$ 7,500</b>	<b>\$20,000</b>	<b>\$80,000</b>
<b>Owner’s Responsibility:</b>	<b>\$ 2,500</b>	<b>\$ 5,000</b>	<b>\$20,000</b>

- Eligible improvements include structural and aesthetic improvements to the building structure, such as exterior painting, installation of awnings, and new windows and/or doors. Painting of a building is not eligible as a stand alone project.
- Adjoining parking lots and landscaping are ineligible as stand alone projects however they may be included as a component of the eligible improvements as described above and will only be considered in conjunction with the overall physical facade improvements to the structure.
- Roofs or Signage will not be included as an eligible improvement.

- Because of limited funding, the TRC will evaluate the submissions and select those that create leasable commercial spaces, lead to job creation, beautify the neighborhood, will be a catalyst for other businesses and complement area improvements.

Properties sold within eighteen (18) months of receiving façade funding must repay the full amount. Properties sold between eighteen months to two years of receiving grant funding must repay 50% of the amount received. Permits on the project must be issued within ninety (90) days following TRC approval process and physical improvements must begin within ninety (90) days of the issuance of a permit. Applicant may reapply if deadline is missed.

Prior to application submittal, a preliminary review of the proposed renovations to the property must be completed by the City of Clarksville Building and Codes Department and the Design Review Board.

If deemed necessary, the Two Rivers Company reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements (Memorandum of Lease is acceptable), letter of Intent from lending institution and any other documents provided by the applicant.

After approval process, the TRC will provide the applicant with an approved Grant Agreement for signature. **IT IS RECOMMENDED THAT NO CONSTRUCTION BEGIN UNTIL THE GRANT AGREEMENT IS SIGNED BY ALL PARTIES. IMPROVEMENTS COMPLETED PRIOR TO APPROVAL BY THE TRC BOARD, MAY NOT BE ELIGIBLE FOR REIMBURSEMENT.**

**SMALL IMPROVEMENTS INITIATED BY THE TRC:**

On certain occasions the TRC may deem it necessary to implement some special form of improvement to a property that would affect the health, safety, and welfare of the community. These improvements may or may not incorporate the entire façade regulations when initiated by the TRC but will require written approval of the property owner. These improvements may not require formal approval by the TRC Board.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances (not including mortgage) of any kind. This provision may be waived by the TRC Board of Directors upon finding that the proposed improvements help to rectify the encumbrance(s) and provide a defined public benefit. Grant funding may only be applied toward capital improvements. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind during the term of the agreement.

The Façade and Exterior Improvement Program benefits are contingent upon funding availability, and TRC Board approval. Benefits of this program are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CBID and Riverfront District are not eligible for TRC funded programs when such funding conflicts with the goals expressed in any TRC plan, Historic Zoning Commission plans, design guidelines or downtown redevelopment plan.

## Façade and Exterior Improvement Program Eligibility/Application Requirements

*Applicant to initial their understanding of each of the following application requirements and submit as part of the application.*

*MS*

These incentive program benefits are contingent upon funding availability and TRC Board approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CBID or Riverfront district are not eligible for TRC funded programs when such funding conflicts with the goals expressed in the TRC Strategic Plan and/or Design Review Board guidelines, as may be amended, or other regulatory, design or planning codes.

*MS*

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision may be waived by the TRC Board of Directors upon finding that the proposed improvements may help to rectify the encumbrance(s) and provide a defined public benefit. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

*MS*

Properties sold within eighteen (18) months of receiving façade funding must repay the full amount. Properties sold between eighteen months to two years of receiving grant funding must repay 50% of the amount received. Permits on the project must be issued within ninety (90) days following TRC approval process and physical improvements must begin within ninety (90) days of the issuance of a permit.

### Step 1: Application Process

*MS*

All TRC grants are reimbursement grants and paid upon completion of the project.

*MS*

Incomplete applications will not be accepted and/or processed.

*MS*

It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to TRC staff review and approval by the TRC Board will not be eligible.

*MS*

Meet with TRC staff to determine if the project/business is eligible for a TRC grant incentive.

*MS*

Meet with the Building and Codes Department and/or other regulatory agencies to determine if the project will be in compliance with the City of Clarksville codes.

*MS*

Eligible businesses must have a valid Business Tax license with the City of Clarksville. A copy must be submitted with the application. The property must be free of all municipal and county liens, judgments or encumbrances (not including mortgage) of any kind.

*MS*

If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed improvements.

*MS*

If the project is deemed eligible, a complete incentive application(s) must be submitted to TRC staff with all applicable documents required for the program including bids/proposals from a minimum of two (2) licensed contractors for each scope of the project, or the total project, including all sub-contractor scopes. The bids must be typed on contractor letterhead and contain the following information; contractor's license number, name, address, phone

number and fax number. Hand written bids will not be accepted. Bids from property owners will not be accepted.

*MS* Once the application is completed, it will initially be reviewed by TRC staff within twenty (20) business days who will then recommend approval or denial of the application. If additional information is required to finalize the application, additional time will be required for approval process.

*MS* You will be notified if additional information is required to make a determination on whether your application can proceed to the Design Review Board and TRC Board for formal approval. The process for approval by the TRC Board can take a minimum of ninety (90) days from the date of submittal to TRC staff. **If additional information is required to finalize the application, additional time will be required for approval.**

### **Step 2: Execution of Grant Agreements and Setting up a Financial Account**

*MS* Following TRC Board approval, TRC staff will provide the applicant with legal documents for signature. (These may include, but not limited to, Grant Agreement, Promissory Note, Mortgage and Security, Guaranty, and Restrictive Covenant). Some documents may be recorded in the public records.

*MS* At this time a Social Security Number and/or Tax Identification number must be provided for financial documentation and reimbursement purposes.

*MS* You will be provided one (1) fully executed original of the Grant Agreement for your file.

### **Step 3: Grant Reimbursement Procedures and Construction/Payment by the TRC:**

*MS* All disbursements of the grant proceeds shall be made as one (1) lump sum payment pending full completion of the project as described in the Grant Agreement.

*MS* Proofs of final inspections are required prior to processing of payment requests.

*MS* A TRC staff member will visit the property and take a photograph of the completed project.

*MS* Written verification stating that the project is complete and the applicant is satisfied with the work of the general contractor is required prior to reimbursement submittal.

*MS* Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in writing to the TRC and contain the following information: name as provided in the Grant Agreement, address, reimbursement amount and documentation establishing payment by the applicant of the total cost of all the improvements (all receipts, invoices, canceled checks/transaction record, and any other documents the TRC may require as proof of payment).

*MS* The TRC will review the grant reimbursement request within twenty (20) business days of submittal of the required documentation. A check will be disbursed within thirty (30) days of review of the payment request, if all required documentation is provided. **If additional information is required to finalize the request, additional time will be required for processing.**

*TDs* If your contractor agrees to wait for payment until a check is issued by the TRC, you must submit an invoice for the work for both you and your contractor, and a letter from you indicating the work is complete and you are satisfied with the job. A check or fund transfer will be issued in your contractor's name.

*TDs* If your contractor(s) requires payment upon completion of the work you must pay the invoice. You may then provide the TRC with the paid invoice and a copy of *both* sides of the cancelled check or transaction record as proof of payment.

*TDs* One (1) original copy and one (1) electronic copy of the application must be submitted for review purposes.

**I have read completely and understand the eligibility and application process, the execution of Grant Agreements, and reimbursement procedures.**



\_\_\_\_\_  
Applicant Signature

Date: 10/21/16

THERESA DAVIS SHEA  
Applicant Print Name

\_\_\_\_\_  
Property Owner Signature  
(if not Applicant)

\_\_\_\_\_  
Property Owner Print Name



**Two Rivers Company ("TRC")  
FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM  
APPLICATION**

Date of Application: 10/21/16

1. Address of project requesting incentive: 125 FRANKLIN STREET

2. Name of Applicant: THERESA DAVIS SHEA / GREGORY ROBERT SHEA

Address of Applicant: 3106 ASHLAND CITY RD., CLARKSVILLE, TN 37043

Phone: 270-438-2626 Fax: \_\_\_\_\_

Email: INFO@TEASQUARES.COM

3. Does the applicant own the subject property?  Yes  No

If "No", when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title):

THERESA D SHEA AND GREGORY R SHEA

4. Project Description: INSTALL FLOORING, REMOVE CRUMBLING PLASTER, RESTORE CEILING, CHANGE FACADE, NEW WINDOWS, PAINT, REMOVE WINDOW AC, AND RESTAURANT REMODEL

5. Total Project Cost: 110,000 Total Funding Request: 80,000  
(Attach minimum of two (2) detailed cost estimates from licensed contractors).

Authorized Representative(s):

Business Owner Signature

Property Owner Signature  
(If different)

THERESA DAVIS SHEA

Print Name

\_\_\_\_\_

Print Name

## Façade and Exterior Improvement Program

Application must include the following:

*Please read and initial beside each application requirement*

**Business or property owner must meet with TRC staff prior to submitting an application. At that time the application should include:**

- MS A photograph(s) of the property showing the area(s) for improvement.
- MS Conceptual design drawing(s) and/or site plan of the proposed improvements. (At this point the TRC may assist with conceptual design.)
- MS Meet with the Building and Codes Department and any other regulatory agencies, as required, to determine if the project will be in compliance with the City of Clarksville, and any other regulatory codes.
- MS A minimum of two (2) bids from licensed contractors. The bids must be typed on contractor letterhead and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.
- MS If this is a tenant improvement, a copy of the lease agreement (or Memorandum of Lease) must be provided.
- MS If applicable, a copy of a valid Business Tax License with the City of Clarksville.
- MS The Eligibility/Application Requirements Sheet initialed and signed by applicant.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

MS

Date 10/21/16

Applicant Signature

THERESA DAVIS SHEA

Print Name of Applicant



TWO RIVERS COMPANY, 329 Main Street, Suite 3, Clarksville, TN 37040  
(931) 217-6538, [tworiverscompany.tn@gmail.com](mailto:tworiverscompany.tn@gmail.com)



Brenda Kelley <tworiverscompany.tn@gmail.com>

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## 125 Franklin

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Theresa Shea <davis Shea@me.com>

Sun, Nov 6, 2016 at 9:53 AM

To: "Spainhoward, John T" <john.spainhoward@cityofclarksville.com>

Cc: GREG SHEA <egrelxiv@gmail.com>

John, per our last conversation, and one we had with our contractor, this was what we came up with for our board presentation.

Awning-style windows were suggested, with a brick base along the front. A wood door with wrought iron would be inset to allow for swinging out within code allowance on sidewalk. Windows would also be inset to allow for same allowance.

We found original brick in basement - are checking with contractor when he returns to see if it can be used. I can match the weathered look of the new with faux paint application. If board does not feel comfortable with this, then hardie board can be used in the French gray-blue color selected for the front.

Copper exterior lighting above windows, blade sign (wrought-iron look) with a drop sign with our logo (currently being designed) above door. Iron may extend 30" or 40" from building, based on your requirement.

Once board approves, we'll get the architect to get a stamped version to codes. Per our conversation, I'm submitting this unstamped version for board review.

If you can let me know where and what time you need us to show up for our review, we'll make sure to be there. If there is anything you are missing, let us know and I'll get it to you ASAP.

Thank you again for all of your help!

Theresa Shea



125 FRANKLIN ST 11-1-2016.pdf

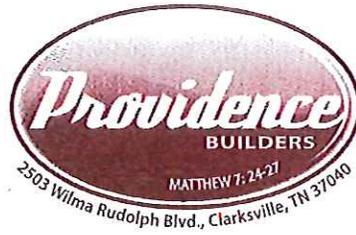
9906K



Jerry G. Akins Construction • PMB 333  
 1960-J Madison Street, Clarksville, TN 37043

Client: Theresa and Greg Shea  
 Location: 125 Franklin Street, Clarksville, TN

<b>Front Façade/Courtyard</b>	
Demo	\$2,500.00
Tile floor	\$6,000.00
Level	\$1,200.00
Wood Door	\$2,000.00
New Windows	\$10,000.00
Windows 2nd & 3rd Floor & Transom	\$17,640.00
Hide façade exterior drain	\$1,500.00
Mini split or extend A/C	\$2,500.00
<b>Back Façade</b>	
Windows 2nd & 3rd Floor	\$8,600.00
Fix window 1st Floor	\$800.00
<b>Mezzanine</b>	
Remove closet	\$800.00
Replace stair treads	\$3,200.00
Tile floor	\$5,000.00
Mini split	\$3,500.00
Build bar/plumbing	\$3,500.00
Add Wrought Iron Railing	\$1,800.00
<b>Kitchen / Hall</b>	
Tile floor (hall/bath/kitchen)	\$5,700.00
Open wall for expedite station	\$1,050.00
In & out doors.	\$600.00
Wainscoting perimeter	\$3,500.00
<b>Dining</b>	
Remove rework stage	\$3,000.00
Bar area tile floor	\$1,000.00
Resurface front of bar	\$1,350.00
Flooring Labor	\$1,800.00
Refinish hardwood	\$5,800.00
Scrape and paint ceiling	\$13,250.00
<b>Bathrooms</b>	
Hang sink/ vanity.	\$3,200.00
Remodel	\$5,000.00
2 Bathroom Stalls	\$2,000.00
<b>Office</b>	
Replace/ repair bathroom	\$3,800.00
Repair floor	\$800.00
Repair ceiling	\$1,600.00
Paint	\$800.00
Insurance.	\$1,500.00
Permits.	\$1,200.00
Dumpster.	\$3,000.00
Clean up.	\$1,500.00
Electrical.	\$6,000.00
Contractor fee. 10%	\$13,800.00
<b>Total</b>	<b>\$151,790.00</b>



November 4, 2016

**RE: 125 Franklin Street Remodel  
Construction Proposal**

Attn: Theresa and Greg Shea

Following our on-site meeting on October 25 and our subsequent site visits, Providence Builders has worked to develop a proposal that will provide you with a meaningful cost estimate and comprehensive scope of work. Points for the scope of work were developed through on site conversations between the owner and contractor with additional instruction taken from the CS Architecture construction document dated 11-1-2016. The following bullet points spell out the expected construction activities per the area involved as well as clarifications and qualifications for the overall project.

**Front Courtyard:**

- Demo existing storefront which returns to main entrance opening. Wooden platforms beneath storefront removed. Siding material in entrance area removed. Existing courtyard ceiling removed with associated framing removed to accommodate framing for proposed courtyard at approximate 15' ceiling height.
- Floor leveling of existing courtyard and placement of proposed tile. Small step is expected at sidewalk entrance
- Framing to accommodate structural support for proposed openings and layout of courtyard area to include chase construction to conceal downspouts and fire sprinkler piping. Interior piping to be clad in drywall and painted.
- Aluminum windows, transoms, frames at front and of newly constructed courtyard area. Aluminum storefront configured in a fashion which will not compete with sidewalk traffic. This proposed system is not per the Comperry construction document specification. Owner furnished doors at rear courtyard door opening. *The Nanawall specified for front entrance will be an add to this proposal of \$25,000.00*
- Courtyard exterior (street elevation) to be clad in Hardi Siding and painted. Through approximate 15' – 18' courtyard height.
- Existing sprinkler system extended for coverage in courtyard area.
- Courtyard area to be conditioned by Mitsubishi split system.
- Gutter downspout on building exterior to be reconfigured and concealed within interior chase.

**Front Courtyard Cost - \$70,325.00**

### **Exterior Work Scope:**

- All window opening on the front second and third level and rear three levels to be removed and replaced with aluminum framed single hung window system. The two door openings at the Strawberry Alley level will not be changed as part of this proposal. The air conditioning unit in the window on that level will be removed and the replacement window in that location will be to the full size of that opening.
- Brick on second and third levels of the front elevation to be painted per the CS Architects construction document.

**Exterior Work Cost - \$50,950.00**

### **Main Level Dining/Bar Area Scope:**

- Approximate 250sf of floor area behind bar to be leveled with quarry tile placed.
- Existing bar structure and bar top to remain. Front of existing bar to be clad with "bead board" and trim.
- This proposal allows for electrical modifications in bar area that can be accomplished through a given configuration of existing circuitry.
- This proposal allows for plumbing modifications in bar area that can be accomplished through a given configuration of existing plumbing rough-in. This configuration would include a 3 compartment sink and hand sink. Plumbing fixtures are not included as part of this proposal.
- This proposal allows for data and TV outlets. POS rough-in only is also included.
- Paint for remaining plaster in dining area. No plaster removal and/or repair is included as part of this proposal.
- Existing hardwood floor to be patched to the largest extent possible and refinished as part of this proposal. This proposal assumes that the structural system in areas of patch work is adequate for supporting a floor system. Patch system will aim to blend with existing floor but will have a dissimilar appearance to some degree.
- Circuitry within dining area to be altered to accept new wall sconces and light fixtures.

**Main Level Dining/Bar Area Cost - \$31,500.00**

### **Kitchen / Main Bathrooms Scope:**

- Laminate flooring in entrance to subject area to be removed.
- Floor leveling throughout kitchen entrance, bathrooms and kitchen area
- Tile flooring throughout bathrooms, kitchen and kitchen entrance
- Subject area to receive wall skimming and paint
- Closet door in kitchen to be replaced – Kitchen entrance to receive entrance doors
- Gaps in kitchen FRP and stainless wainscot to be filled with subject material. Where necessary drywall backing for wainscot will be hung. Existing FRP and stainless wainscot to be cleaned to the largest extent possible.

- Trim wainscot applied through kitchen entrance and where possible to avoid partitions in bathroom
- Men and women's bathrooms to receive new accessories and plastic laminate partitions
- Laminate handicap accessible vanity tops provided in men and women's bathrooms
- Pass thru window in kitchen area modified
- Acoustical ceiling in kitchen modified to fill in existing gaps (Existing acoustical ceiling and grid to remain – gaps filled only)
- Electrical provisions within kitchen area to include replacement of inoperable lights and addition of 100amp panel

**Kitchen / Main Bathroom Cost - \$50,750.00**

**Mezzanine Scope:**

- Existing stairway treads and risers – replace with hardwood treads and painted risers
- Drywall in stairway, mezzanine, bar and bathroom areas to be patched and repainted
- Removal of mezzanine knee wall at overlook and replacement with rod iron railing and spindles
- Floor leveling in mezzanine dining and bar area. Floor leveling to include removal of step adjacent to access to upper levels. Slate flooring to be placed throughout mezzanine dining and bar area.
- Bar to be constructed in mezzanine area, clad with bead board and trim. Top to be furnished by owner, installation of provided top included in this proposal.
- \$1,500.00 allowance for removing the "stairway to nowhere". In the event "stairway" removal is not structurally possible, allowance to be credited to owner.
- This proposal allows for electrical modifications in mezzanine dining and bar area that can be accomplished through a given configuration of existing circuitry.
- This proposal allows for plumbing modifications in mezzanine dining and bar area that can be accomplished through a given configuration of existing plumbing rough-in. This configuration would include a 3 compartment sink and hand sink. Plumbing fixtures are not included as part of this proposal.
- Mezzanine/Bar area to be conditioned by Mitsubishi split system.

**Mezzanine Cost - \$32,750.00**

**Upstairs Office Scope:**

- Repair plumbing in bathroom that services office – no fixture replacement
- Walls of upstairs office and bathroom to be skimmed and painted
- Subject area to be conditioned by Mitsubishi split system.
- Plumbing allowance of \$5,000.00 for rough-in of upper levels for future use.

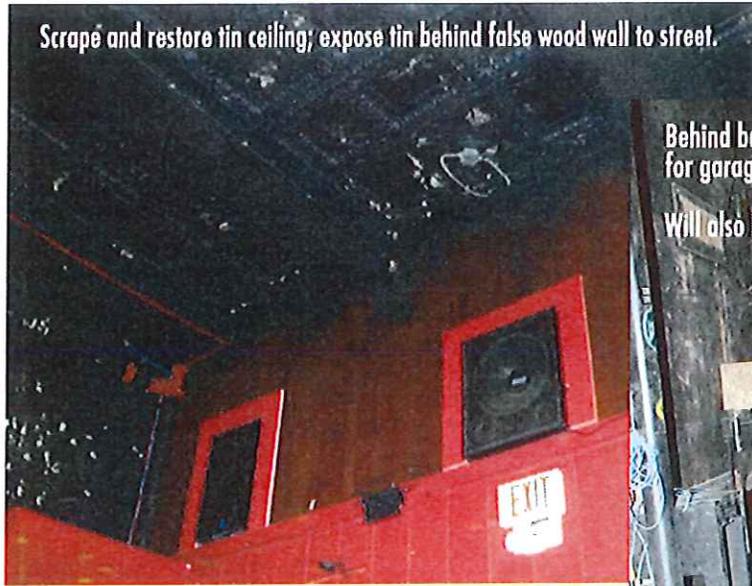
**Upstairs Office Cost - \$10,900.00**

**Exclusions/Clarifications:**

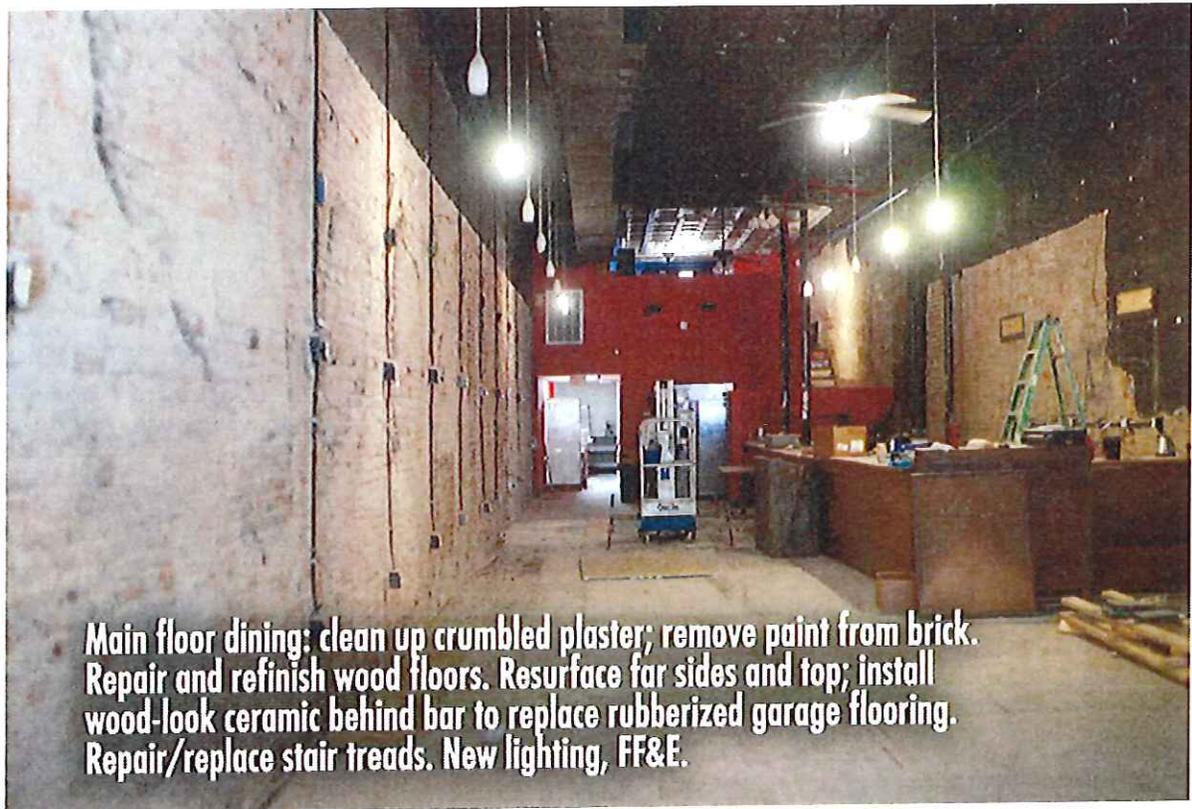
- Existing fire sprinkler system assumed to be in working order and sized appropriately in order to handle expanded coverage area. Any sprinkler modifications necessary for the existing sprinkler system will be handled through change order
- Existing gutter/downspout system assumed to be free from blockages and functioning properly. Gutter system to be "videoed" prior to work. The need for reconstructing or removal of blockages in gutter system outside of the proposed area of concealing the downspout will be handled by change order
- All window/storefront/door openings assumed to have adequate structural framework for anchoring the proposed frame to. Any structural framework will be handled through change order.
- This proposal does not include any roof repairs or patch work except for those necessary in conjunction with HVAC additions.
- No decorative ceiling additions and/or handling is included as part of this proposal.
- This proposal does not allow for rework of interior brick to include but not limited to, tuck point, brick replacement, mortar replacement, brick cleaning or removal of fasteners and/or hardware currently integrated within the brick.
- Mezzanine bathroom fixtures to remain
- Any/All engineered design is excluded from this proposal.
- Providence Builders will not be responsible for the removal, storage, replacement, installation or cleaning of kitchen equipment and furniture.
- This proposal does not include the handling of any structural damage revealed during the demolition process necessary for the completion of this project.
- This proposal does not include the need to replace or addition of insulation revealed during the demolition process necessary for the completion of this project.
- This proposal does not include the handling of plumbing/mechanical/electrical/communication components currently concealed within walls or above ceiling found to be unacceptable once revealed during the demolition process necessary for the completion of this project.
- This proposal does not include work on second (office work included as described above) or third floor of structure
- While Providence Builders will comply with all known obligations, Providence Builders is not responsible for acquisition and/or verification of historical preservation requirements
- This proposal does not include handling of existing grease trap, grinder pump kitchen hood or anseel system.
- Existing structures water and power to be used for construction activities
- The stated scope of work will not require a general building permit. In the event scope items change and a permit is required, the permit cost shall be handled by change order.

At the onset of construction, Providence Builders will develop a detailed project schedule. For the purpose of this proposal, Providence Builders anticipates and approximate 45 – 60 day construction duration.

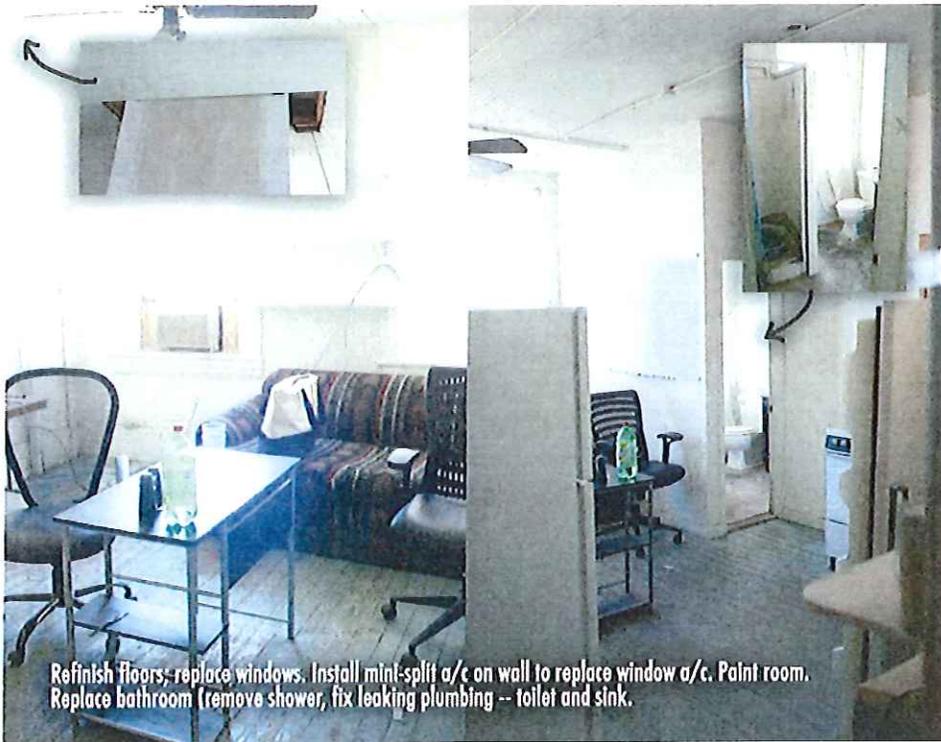
Scrape and restore tin ceiling; expose tin behind false wood wall to street.



Behind bar: replace current rubberized flooring made for garages to a wood-look tile with grip texture.  
Will also be resurfacing current bar.



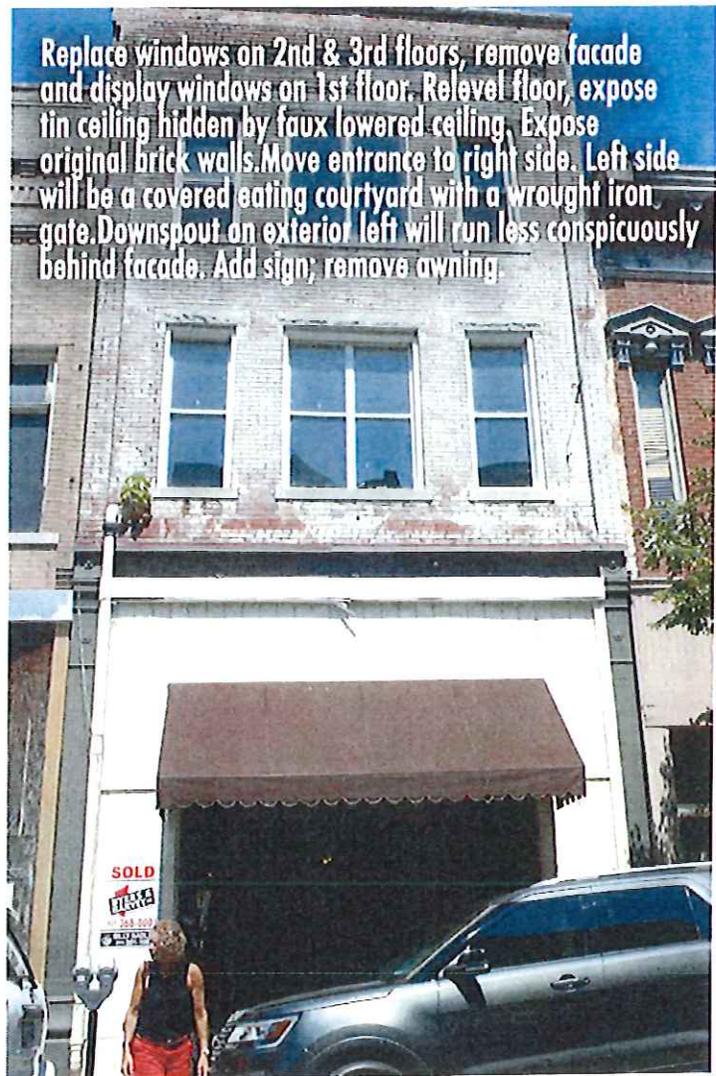
Main floor dining: clean up crumbled plaster; remove paint from brick.  
Repair and refinish wood floors. Resurface far sides and top; install  
wood-look ceramic behind bar to replace rubberized garage flooring.  
Repair/replace stair treads. New lighting, FF&E.



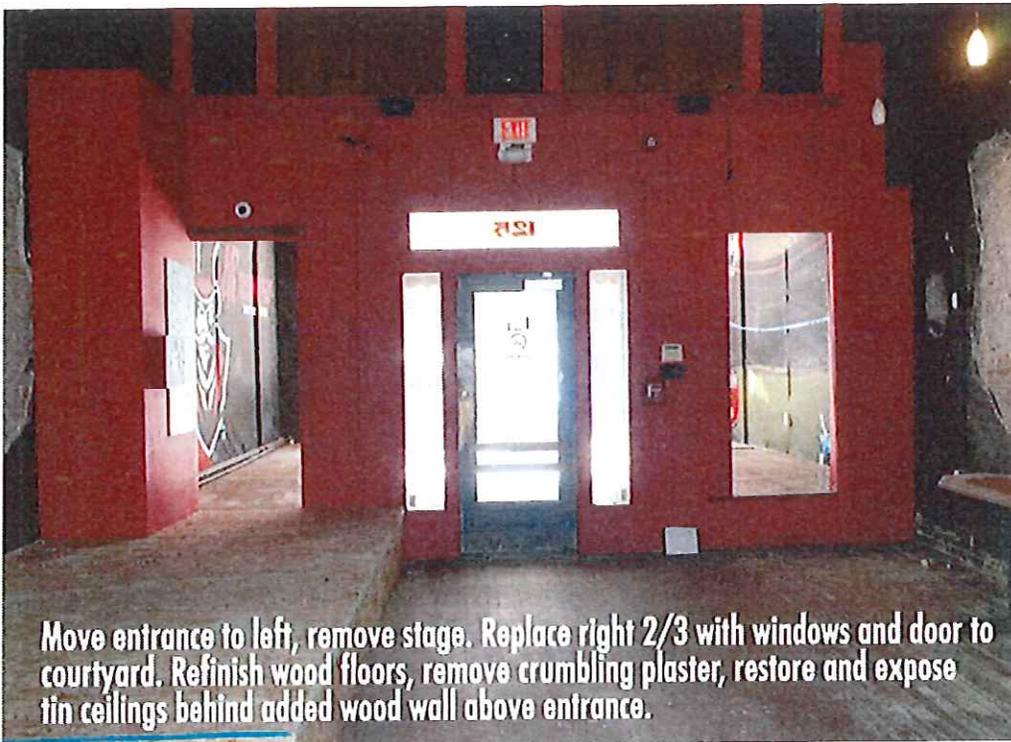
Refinish floors; replace windows. Install mini-split a/c on wall to replace window a/c. Paint room. Replace bathroom (remove shower, fix leaking plumbing -- toilet and sink).



Replace windows, remove window a/c, replace window and door (broken glass). Add sign (after approval).



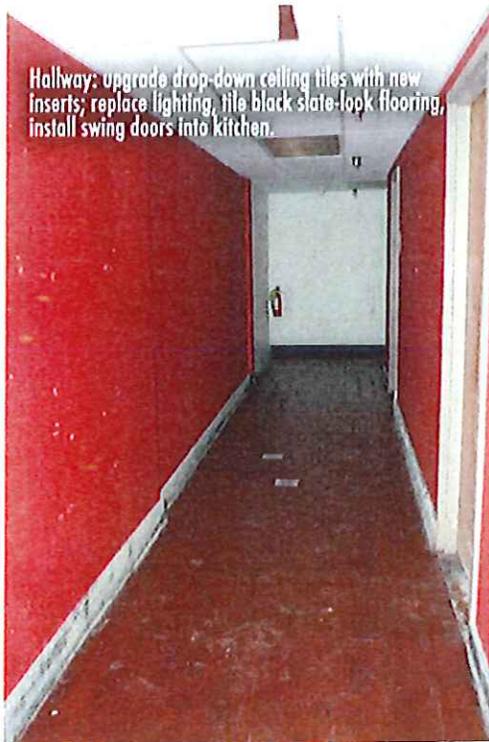
Replace windows on 2nd & 3rd floors, remove facade and display windows on 1st floor. Relevel floor, expose tin ceiling hidden by faux lowered ceiling. Expose original brick walls. Move entrance to right side. Left side will be a covered eating courtyard with a wrought iron gate. Downspout on exterior left will run less conspicuously behind facade. Add sign; remove awning.



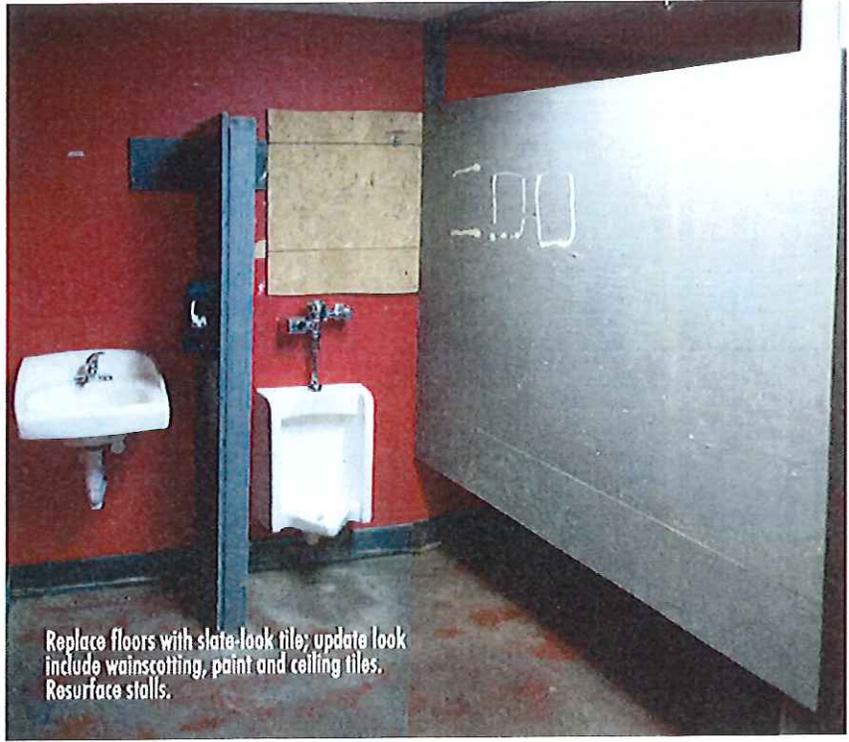
Move entrance to left, remove stage. Replace right 2/3 with windows and door to courtyard. Refinish wood floors, remove crumbling plaster, restore and expose tin ceilings behind added wood wall above entrance.



Mezzanine dining room:  
Repair tin and wood ceiling; add mini-split a/c to replace window a/c. Replace window once a/c is removed. Add subfloor to level both sides. Tile with black slate (ceramic). Paint walls. Remove closet on left; add mezzanine bar, new furniture, fixtures and equipment.



Hallway: upgrade drop-down ceiling tiles with new inserts; replace lighting, tile black slate-look flooring, install swing doors into kitchen.



Replace floors with slate-look tile; update look include wainscoting, paint and ceiling tiles. Resurface stalls.



Replace floors with slate-look tile; update look to include wainscoting, paint and ceiling tiles. Resurface stalls. New sinks and counter.



Remove crumbling plaster and paint over brick; replace failing floors with black ceramic slate and update sink. Repair plumbing leaks.



# MONTGOMERY COUNTY

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## Parcel Summary

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Account Number: 44792 Parcel ID: 066G G 017.00 000 Card #: 1

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### Current Owner / Property Address / Mailing Address

Current Owner 1: SHEA GREGORY  
Current Owner 2: SHEA THERESA D Owner Type: ETUX  
Property Address: 125 FRANKLIN ST Mailing Address: 125 FRANKLIN ST  
CLARKSVILLE, TN 37040

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### Current Property Appraisal

Fiscal Year: 2017 Land Use: COMMERCIAL Year Built: 1900 Effective Year Built: 1960  
Total Building Value: \$159,900.00 Total Yard Items Value: \$0.00 Land Value: \$74,400.00  
Total Appraised Value: \$234,300.00 Assessment Ratio: 40% Assessed Value: \$93,720.00

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### Zoning & Legal Information

Taxing District: 135 - CLARKSVILLE Zoning: CBD - CENTRAL BUSINESS DISTRICT  
Subdivision: Block: Lot: Plat Book: Plat Page:  
Civil District: 12 Neighborhood: D51B

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### Land Information

Unit Type: SQUARE FOOT # of Units: 3484.80000 Lot Dimensions: 21.4X139 Vacant Land: NO

#### Land Lines

Primary Use	Land Use Description	Unit Type	# of Units	Land Type	Ag Type	Ag Units
COMMERCIAL	BUSINESS SERVICES	SQUARE FOOT	3484.80000	COMMERCIAL		

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### Exterior Information:

Building Type: RETAIL STORE Grade: AVERAGE Living Units: 1 Story Height: 3.0 Stories  
Foundation: CONTINUOUS FOOTING Roof Structure: WOODFRAME/TRUSS Roof Material: BUILT-UP COMPOSITION

Exterior Wall: COMMON BRICK Structural Frame: NONE

**Interior Information:**

Interior Wall: MASONRY Flooring: PINE/SOFT WOOD Subfloor: WOOD W/ SUB FLOOR

# Plumbing Fixtures: 7 Heat Type: WALL/FLOOR FURNACE Fireplaces: 0

Total Gross Area: 8910 sq ft Total Finished Area: 5500 sq ft

**Sketched Area Breakdown:**

Sub Area	Full Description	Total Sketched Area (sq ft)	Total Finished Area (sq ft)
BASE	MAIN FLOOR LIVING AREA	2530	2530
EPF	ENCLOSED PORCH FINISHED	130	
EPF	ENCLOSED PORCH FINISHED	130	
OPF	OPEN PORCH FINISHED	180	
USB	UPPER STORY BASE	2970	2970
UTF	UTILITY FINISHED	2970	

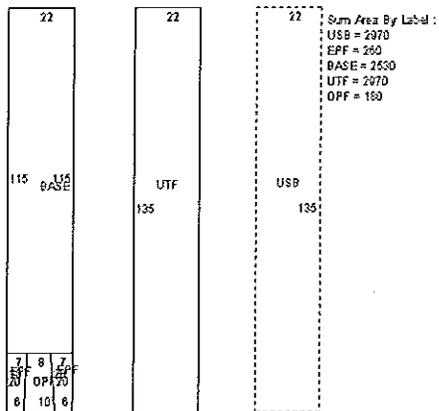
**Deed Transfer Information:**

Sale Date	Sale Price	Sold Vacant	Deed Book	Deed Page	Deed Qualification	Grantor
9/23/2016	\$295,000.00	N	V1702	829	DISQUALIFIED SALES REVIEW	KING,DARREN L
10/17/2005	\$190,000.00	N	V1067	847	QUALIFIED ACCEPTED	
4/14/1994		Y	V533	2087		
6/22/1987	\$35,000.00	N	V391	1354	DISQUALIFIED	

**General Notes:**

Notes: CBID-CBD ;ALSO HAS A PROP ADDR OF 124 STRAWBERRY ALLEY PER PC T-12;CORR LOT DIM T-12 ;SECTION 125; CORR BAS SKETCH, REMOVE 17% FUNC DEP, INT WALL IS MASONRY, FLOORS ARE PINE/SOFT WOOD, CORR FIXT CT T-15

**Building Sketch:**



**Property Image:**



**About the Assessor of Property**

The Montgomery County Assessor of Property is a Tennessee constitutionally elected official who serves at the pleasure of the Montgomery County citizens for a four-year term of office. It is the assessor's responsibility to discover, list, classify, and value all property within the jurisdiction of Montgomery County for tax purposes. Taxable property is divided into two classes, real property and personal property. Real property includes land and all buildings, structures, and improvements to the land. Personal property is machinery and equipment, fixtures, furniture, and other items that are movable in nature used by a business. You can view additional details about the Office of the Assessor of Property by clicking [here](#).

Montgomery County  
Assessor of Property  
350 Pageant Lane, Suite 101-C  
Clarksville TN 37040  
Phone: 931.648.5709

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# Business Activity Report

November 2016



New Business Openings	Business Closed / Moved
<p>College Coffee Company – 113 Strawberry Alley – 1/15                      The Mixing Bowl Bakery – 305 S. Riverside Drive – 3/15                      JibBop – 132 University Ave. – 4/15                      Patton &amp; Pittman Attys – 101 N. Third Street (relocation) – 6/15                      Hops Java and Juice – 100 Strawberry Alley - 6/15                      Motofix – 1044 S. Riverside Drive – 6/15                      F&amp;J Transmissions – 615 S. Riverside Drive – 6/15                      Bust Out Bail Bonds – 139 Franklin Street – 7/15                      Rustic Roots – 305 N. Riverside Drive – 8/15                      Horsefeathers – 94 Franklin Street – 9/15                      Kitchen &amp; Bath Solutions – 1018 Riverside Drive – 9/15                      The Brow Boutique Salon &amp; Spa – 100 Main Street – 9/15                      Subdued Few Motorcycle Club – 643 Riverside Drive – 10/15                      Journey's Eye Studio – 131 Franklin Street – 12/15                      The Farmhouse Restaurant – 135 Franklin Street – 12/15                      Head Toucha's – 134 University Avenue – 12/15                      Treasure Tyme – 11 Jefferson Street – 12/15                      B's Cheesecakes – 305 S. Riverside Drive - 1/16                      Woody's Hand-Tossed Pizza – 541 Franklin Street – 2/16                      Brother Doc's Beef Jerky – 651 N. Riverside Dr. – 2/16                      Law Office of MBK – 412 Franklin Street – 2/16                      Labelle's Sweet Boutique – 10 Main Street – 3/16                      A &amp; C Eatery – 135 Franklin Street – 5/16                      Empower Fitness &amp; Training – 601 S. Riverside Dr. #104 – 6/16                      Top Dogs Printing &amp; Embroidery – 991 S. Riverside Dr. – 6/16                      Grace of Abraham Ministries – 205 N. Riverside Dr. – 6/16                      Hops Java &amp; Juice – 100 Strawberry Alley - new owners – 7/16                      Southern Bliss – 109 Franklin Street – 10/16                      Dollar Tree – 1031 Riverside Drive – 10/16                      Mediterranean Grill – 541 Franklin Street – 10/16</p>	<p>Martha Elliott Interior Design – 94 Franklin Street - 3/15                      George the Cake Guy – 100 Strawberry Alley - 5/15                      Vinson Title – 412 Franklin – 5/15                      Cloud 9 – 139 Franklin – 5/15                      Lovin' Spoonfuls Cafe – 128 University - 6/15                      Kelly's Pub - 116 Franklin – 8/15                      The Vanity Fur – 100 Main Street – 8/15                      Bella Fiore (florist) – 110 Franklin Street – 9/15                      USA Living – 700 N. Riverside Dr. - 10/15                      The Mixing Bowl Bakery – 305 S. Riverside Drive – 11/15                      Downtown Pizza – 541 Franklin Street – 12/15                      Page's Sporting Goods – 1015 S. Riverside Drive – 1/16                      The Farmhouse Restaurant – 135 Franklin Street – 4/16                      P'body's Restaurant - 1042 Riverside Drive – 6/16                      Woody's Hand-Tossed Pizza – 541 Franklin Street – 8/16                      A &amp; C Eatery – 135 Franklin Street – 8/16                      Bella Medical Spa – 400 Franklin Street – 10/16                      Hops Road – 101 Strawberry Alley – 10/16</p>

**TRC, Downtown & Riverfront  
CALENDAR OF EVENTS  
November 2016**



**November 2016**

17	TRC Board	8am	RPC, 329 Main Street
18	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion
20	Planters Bank Presents...	2pm	Roxy Regional Theatre
21	Design Review Board	3pm	RPC, 329 Main Street
25	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion
26	Small Business Saturday		
27	Planters Bank Presents...	2pm	Roxy Regional Theatre

**December 2016**

1	First Thursday Artwalk	5pm	Downtown
2	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion
3	SpiritFest	2pm	Downtown
3	Annual Holiday Parade	5pm	Downtown
4	Planters Bank Presents...	2pm	Roxy Regional Theatre
7	CRIF Board	10am	RPC, 329 Main Street
8	DCA	8:30am	Edward's Steakhouse, 107 Franklin St.
8	TRC Executive Committee	4pm	Harvill Ross, 107 N Third Street
9	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion
11	Planters Bank Presents...	2pm	Roxy Regional Theatre
13	TRC Marketing & Promotions Comm.	9:30am	RPC, 329 Main Street
16	TRC Planning & Development Comm.	8:30am	RPC, 329 Main Street
16	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion
21	Safe, Clean & Green Committee	9am	RPC, 329 Main Street
22	TRC Board	8am	RPC, 329 Main Street
23	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion
27	Design Review Board	3pm	RPC, 329 Main Street
30	Friday's Winter Market	9:30am-1:30	Smith Trahern Mansion