

## **Town of Clarksville: Property Improvement Program**

The Town of Clarksville is pleased to announce the Property Improvement Program. The aim of this program is to make safety, valuation, and aesthetic improvements to the Town of Clarksville by improving the street-facing exteriors of residential and commercial properties. The Town of Clarksville will annually dedicate \$100,000 for this project through the Town's Economic Development Income Tax (EDIT) fund. Half of the grant funding will be allocated for residential projects and half will be allocated for commercial projects. Project applications will be accepted, reviewed, and recommended on a first-come, first-serve basis until all funds are depleted for the year.

### **For Residential Properties:**

Residential properties are eligible to receive \$1,000 to \$5,000 in matching funds for approved projects. The Town will not grant awards for less than \$1,000. Residential property owners requesting more than \$5,000 in matching funds will need to request and attend a public meeting to seek approval from the Clarksville Town Council. Grant funds are to be utilized as a reimbursement, this means applicants will need to pay their contractor/s in full for the project once it is completed. Afterwards the applicant must provide proof of payment to the Town of Clarksville, after receiving such notice the Town may issue a check to the applicant for up to 50% of the project.

### **Eligibility**

Eligibility will be determined by the program manager. Before owner-occupied residents submit an application, they must communicate with the program manager to explain their project and see if the desired improvements are eligible for the program. Improvements must be consistent with the residential character of the neighborhood. The majority of a project's costs must go towards repairing, improving, and/or adding to the street-facing exterior of the property's primary structure. In other words, the program is designed to help increase the curb appeal of homes, not sheds. A list of eligible and ineligible improvements can be found below, however this list is by no means exhaustive and the Property Improvement Board reserves the right to determine certain project elements as eligible or ineligible on a case-by-case basis as home improvement projects vary widely. In addition, before submitting an application, applicants must acknowledge and allow for at least one interior inspection of their property to ensure it is up to code and in safe condition. The Town will not contribute funds to exterior improvements while hazardous and potentially life-threatening interior conditions are present.

### **Review and Approval**

Once a project is determined eligible for potential funding the homeowner must complete and submit an application. The program manager will review the application for completeness and then refer it to the Property Improvement Board for a vote. The Property Improvement Board is a three member board consisting of the Redevelopment Director, Planning Director, and Building Commissioner. A simple majority will determine whether or not a project is approved or denied. If a voting member is absent, then the Town Manager may serve as a tie breaker if needed. Applicants who are denied project funding may appeal the decision to the same board by addressing comments and submitting a revised application within 30 days of receiving notice of a denied application. Applicants are only allowed one appeal to this board, if the Property Improvement Board again denies their application then they may submit a written and signed request to the program manager for a public hearing in front of the Town Council to state their case and have their application considered for funding.

**The following exterior improvements are eligible:**

- Restoring the building to its original constructed materials, restoration to original building materials, historic character improvements, adding or replacing architecturally appropriate design elements or lighting, especially where period-appropriate materials are used
- Repairing, replacing and/or adding architecturally appropriate entrances, doors, windows, porches, and siding
- Removal of false façade (front), repair to building façade (all exterior sides)
- Exterior Painting (colors must be approved)
- Repointing of mortar joints, masonry repair, and approach sidewalks extending and connecting to public ROW sidewalks
- Interior improvements are ineligible except in rare cases when life is at risk due to the following: a) hazardous conditions presenting immediate danger; and b) an inability to fund necessary repairs

**The following exterior improvements are ineligible:**

- Exterior improvements that do not match the architectural style of the home or that remove historic elements
- Landscaping
- Purchase of furnishings, equipment, or other personal property that does not become part of the real estate
- Chain-link fences
- Fences located in the rear of a property (backyard fences)
- Driveways
- Concrete patios
- Foundation repairs
- Roofs
- Gutter replacement/repair
- Cleaning and expected exterior maintenance (power-washing, weather proofing, etc.)
- Any project that has already received a work permit (if required) is ineligible for funding
- Any project that is already under construction is ineligible for funding
- Any project where the desired improvements do not face a primary street is ineligible for funding

\*Please note: the Property Improvement Board reserves the right to determine whether projects elements qualify on a case-by-case basis, this list is by no means capable of being exhaustive of all potential project elements as homes and home improvement projects vary immensely.

## **For Commercial Properties:**

Commercial properties and multi-tenant residential structures may be eligible to receive \$2,500 to \$15,000 in 50% matching reimbursement. Projects will be approved by the Property Improvement Board, a three member board consisting of the Redevelopment Director, Planning Director, and Building Commissioner, a simple majority will determine whether or not a project is eligible for funding. If a voting member is absent, then the Town Manager may serve as a tie breaker if needed. Applicants who are denied project funding may appeal the decision to the same board by addressing comments and submitting a revised application within 30 days of receiving notice of a denied application. Applicants are only allowed one appeal to this board, if the Property Improvement Board again denies their application then they may submit a written and signed request to the program manager for a public hearing in front of the Town Council to state their case and have their application considered for funding. Commercial and multi-tenant property owners requesting more than \$15,000 in matching funds will need to attend a public meeting and seek approval directly from the Clarksville Town Council.

The Town will not grant awards for less than \$2,500. Total project costs must be at least \$5,000.00. Preference is given to locally-owned commercial properties. Improvements must be consistent with nearby commercial properties. At least 75% of project costs must go towards repairing, improving, and/or adding to the property's primary structure. Applicants must grant access for interior inspections to ensure property is up to code and in a safe and habitable condition.

## **The following exterior improvements are eligible for up to 50% match reimbursement:**

- Restoring the building to its original constructed materials, restoration to original building materials, historic character improvements, and adding or replacing architecturally appropriate design elements, especially where period-appropriate materials are used
- Repairing, replacing and/or adding architecturally appropriate entrances, doors, windows, porches, siding, chimneys, parapets, cornices, bulkheads, stairs and railings, shutters, fascia, canopies, lighting, and signage.
- Removal of false façade (front), repair to building façade (all exterior sides)
- Exterior Painting (colors must be approved), sealing, wall cleanings, and wall coverings
- Repointing of mortar joints, masonry repair, and repairing approach sidewalks extending and connecting to public ROW sidewalks
- Implementing master landscaping plans

## **The following exterior improvements are ineligible:**

- Normal and/or routine maintenance activities
- Parking lots
- Sprinkler systems
- Storm or sanitary sewers
- Wiring, plumbing, heating or air conditioning
- Resurfacing, resealing, and restriping of parking lots

## **Applicant Requirements: All Applicants**

1. All Applicants: commercial and residential applicants must own the property
2. All Applicants: Full-Time employees for the Town of Clarksville are not eligible for this program, this includes single-family residences where full-time employees reside with family or unrelated household members. Part-time and seasonal employees are eligible for the program.
3. All Applicants: commercial and residential applicants must sign an affidavit stating they have no pending arrests, warrants, liens, etc. (against themselves, their business, or their property).
4. All Applicants: the Town will not be held liable for any damages, injuries, or deaths that may occur during construction. Applicants will be responsible for providing and/or verifying insurance for all property, liability, and construction work occurring on the site.

### **Residential Applicant Requirements:**

1. Residential Applicants: provide two or more bids from qualified contractors for all project elements over \$1,000. Unless requested, residential applicants do not have to provide project renderings. Contractors must be licensed by the Town of Clarksville Building Commissioner. "Arms-length" relationships between contractor and applicant must exist, contractors cannot be related or have business doings or financial interests with the applicant.
2. Residential Applicants: If applicant has lived in the home for less than 1 year and if the project is selected for funding then the applicant must sign affidavit stating an intent to occupy the property as their primary residence for at least one year after project completion, if property is sold earlier the Town may seek to retrieve funds from applicant.
3. Residential Applicants: only eligible for one awarded project per 36-month period.

### **Commercial Applicant Requirements:**

1. Commercial Applicants: provide two or more bids from qualified contractors for all project elements over \$2,000. Contractors must be licensed by the Town of Clarksville Building Commissioner.
2. Commercial Applicants: must provide a rendering of proposed project/scope of work to be completed.
3. Commercial Applicants: if applicant is awarded more than \$15,000 in matching funds, then commercial applicants must sign affidavit committing to own and maintain property for at least two years after project completion, if the property is sold earlier the Town may seek to retrieve grant funds from applicant. The Town Council reserves the right to apply other conditions such as job retainage or job creation to the grant agreement for applicants seeking over \$15,000 in grant funds.
4. Commercial Applicants: commercial entities and commercial real estate owners are only eligible for one awarded project per 24-month period, the Town will not fund multiple ongoing projects.

# Residential Applicants – Program Eligibility

