

# Downtown/Historic Ordinance Update

## Request for Quotes

December 2, 2024

### I. INTRODUCTION

#### A. Project Background:

The Clarksville-Montgomery County Regional Planning Commission (RPC) seeks a qualified firm to undertake a Historic Zoning Ordinance and Downtown Urban Design Guidelines update. The RPC was awarded a State of Tennessee Certified Local Government Grant to help fund this project.

The grant was awarded in the fall of 2024 by the State of Tennessee. The Regional Historic Zoning Commission (RHZC) and Common Design Review Board (CDRB), as well the RPC Planning staff have expressed concerns in recent years of the vagueness of the current adopted Ordinance and guidelines. The Downtown Urban Design Overlay (DUDO) guidelines incorporate a large area ranging from late 1800's to modern commercial buildings, with all properties having to meet one standard across the board. The RHZC and CDRB have expressed a need for subdistricts to exist within the DUDO to accommodate the range of building styles.

#### B. Goals:

There are currently five different sets of Ordinances and Guidelines that the staff and RHZC use to handle applications: Historic Overlay District (Section 9.3 of the City of Clarksville Zoning Ordinance), Downtown Urban Design Overlay District (Section 9.5 of the City of Clarksville Zoning Ordinance), Main Street District Guidelines, Emerald Hill Historic District Guidelines, and Dog Hill Historic District Guidelines. The RPC staff wants updates to the Historic Overlay District and Downtown Urban Design Overlay District to better differentiate from the historic parcels and the other parcels downtown.

The RPC staff and RHZC would like to see language added to the Historic Overlay District Ordinance detailing when it is appropriate to demolish a historic structure as well as further define Demolition by Neglect and Cost of Economic Hardship as well as whatever needs the community sees as important. The RPC staff and RHZC would like to see the Downtown Urban Design Overlay District guidelines go into detail and answer the question, "What is a contributing structure?", when is it (if at all) appropriate to paint a historic structure and define certain districts within the district.

### II. SCOPE OF WORK

#### A. Plan Document:

The deliverables for this RFQ shall be 1) an updated Historic Ordinance for adoption by the City Council (Chapter 9.3 of the City of Clarksville Zoning Ordinance) and 2) Design Guidelines and

map of the DUDO (Chapter 9.5 of the City of Clarksville Zoning Ordinance). The documents shall include illustrations as needed.

**B. Public Engagement:**

At least 2 public meetings shall be held in Downtown Clarksville, TN. One of the meetings should collect the initial wants and needs of the community and other sentiments that will inform the final plan and recommendations. The other meeting shall be a charette to gather input on the draft plan and concepts to be further defined in the final plan.

**III. ORGANIZATION AND MANAGEMENT**

This RFQ will be managed and paid for by the RPC. The RPC will provide data and research, and arrange meeting locations, attendees, and outreach. The RPC will also provide maps, data, and shapefiles if available to the consultant team.

All other management of the project shall be at the discretion of the consultant team with the support of the RPC.

**IV. PERFORMANCE PERIOD**

The project contained within this RFQ shall be delivered to the RPC within 9 months of the award date. The RPC will handle adoption by the Regional Planning Commission and City and County elected bodies thereafter with or without consultant support.

**V. SUBMITTAL REQUIREMENTS, BUDGET,**

**Submittal Deadline: Noon Dec. 19th, 2024**

**Deadline for additional questions: 4:30 PM December 11, 2024**

**Response from supplemental questions: Noon December 13, 2024**

**Project Budget: Not to exceed \$45,000.00**

**Submittal Requirements: 1 hard copy of the project proposal along with 1 digital submission on a thumb drive or disc should be submitted by mail or in-person to:**

**Jeffrey Tyndall, Director  
Clarksville Montgomery County Regional Planning Commission  
329 Main Street  
Clarksville, TN 37040**

**Proposals shall be no longer than 10 pages (not including cover, table of contents, or back page)**

**Project Proposals and Qualifications should include**

- 1) Overview of the Company**
- 2) Understanding of the Community and Task**
- 3) Three Examples of Work Completed at a Similar Scope and Scale**
- 4) Project Timeline and Tasks for Completion of Deliverables**
- 5) Team Roles, Capabilities, and Organization Chart**
- 6) Anticipated Price for Completion**