

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Redevelopment Authority Citizens Committee**  
**Wednesday, February 1, 2016 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Board Members**

<b>Chair – Ronni Hannaman</b>	<b>Vice Chair– Garrett Lepire</b>
<b>Member – Lori Bagwell</b>	<b>Member – Court Cardinal</b>
<b>Member – Craig Mullet</b>	<b>Member – Lacy Sheck</b>
<b>Member – Kristoffer Wickstead</b>	

**Staff**

Lee Plemel, Community Development Director  
Adriana Fralick, Chief Deputy District Attorney  
Daniel Yu, Deputy District Attorney  
Tamar Warren, Deputy Clerk/Recording Secretary

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

An audio recording of this meeting is available on [www.carson.org/minutes](http://www.carson.org/minutes).

**1. CALL TO ORDER**

(5:31:29) – Vice Chairperson Lepire called the meeting to order at 5:31 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(5:31:48) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Ronni Hannaman	Absent	
Garrett Lepire	Present	
Lori Bagwell	Present	
Court Cardinal	Present	
Craig Mullet	Present	
Lacy Sheck	Absent	
Kristoffer Wickstead	Present	

**3. PUBLIC COMMENTS**

(5:32:13) – None.

**4. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES FROM SEPTEMBER 2, 2015 AND NOVEMBER 17, 2015.**

(5:32:37) – Mr. Plemel clarified for the record that the September 2, 2015 meeting minutes were beyond the 45-day approval window, as required by the Open Meeting Law, because the following meeting had taken place

jointly with the Regional Transportation Commission and the September minutes had not been agendized for approval at that time.

**(5:33:198) – I move to approve the minutes of the September 2, 2015 and the November 17, 2015 meetings.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Wickstead
<b>AYES:</b>	Lepire, Bagwell, Cardinal, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Hannaman, Sheck

**5. AGENDA ITEMS**

(5:33:51) – Vice Chairperson Lepire suggested addressing agenda item 5.2 before item 5.1.

**5.1 FOR POSSIBLE ACTION: TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING ALLOCATION OF REDEVELOPMENT UNDESIGNATED INFRASTRUCTURE FUNDS FOR FISCAL YEAR 2015-16 AND ESTIMATING FUTURE ALLOCATIONS FOR THE FOLLOWING FOUR YEARS TO IMPLEMENT REDEVELOPMENT OBJECTIVES AS PRIORITIZED BY THE REDEVELOPMENT AUTHORITY ON OCTOBER 15, 2015.**

(6:35:50) – Mr. Plemel gave background and presented the Staff Report, incorporated into the record, which included the Redevelopment Five-Year Allocation Plan recommendations from Staff.

(6:47:37) – Vice Chairperson Lepire suggested discussing the spreadsheet and making a recommendation. Member Bagwell inquired about carryovers and was informed that each year’s budget would be discreet. She also clarified for Member Mullet that the “Third Street allocation” had been possible due to an increase in tax revenue. Discussion ensued regarding the types of events and their projected timelines. Each item on the spreadsheet was also discussed and prioritized per the spreadsheet on the following page.

There were no public comments.

**(7:35:00) – I move to recommend to the Redevelopment Authority allocation of Redevelopment undesignated infrastructure funds for Fiscal Year 2015-2016 and estimating future allocations for the following four years as recommended by the Redevelopment Authority Citizens Committee to implement Redevelopment objectives as prioritized by the Redevelopment Authority, as stated in the revised spreadsheet [on page 3].**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Mullet
<b>AYES:</b>	Lepire, Bagwell, Cardinal, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Hannaman, Sheck

**RACC 2016 Funding**

Objective/Program/Project	2015-16	2016-17	2017-18	2018-19	2019-20	5-year Total
1. East/West Downtown Street improvements to match Carson/Curry Street improvements			\$ 200,000	\$ 100,000	\$ 200,000	\$ 500,000
2. Purchase downtown equipment/ infrastructure to facilitate special events	\$ 10,000	\$ 20,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 45,000
2(A). Special event support, Public Works street closures	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 115,000
3. Downtown Façade Improvement Program	\$ 150,000	\$ 50,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 260,000
4. Continue with Special Event funding*	\$ 65,000	\$ 60,000	\$ 55,000	\$ 50,000	\$ 45,000	\$ 275,000
5. Assist with undergrounding and utility extensions for new development	\$ -	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
6. Assist with William Street corridor project			\$ 185,000	\$ 200,000		\$ 385,000
7. Purchase property for future redevelopment						\$ -
8. Provide more directional signage throughout the Redevelopment Areas						\$ -
Total:	\$ 240,000	\$ 195,000	\$ 510,000	\$ 420,000	\$ 315,000	\$ 1,680,000
<b>Estimated Available**:</b>	<b>\$ 376,218</b>	<b>\$ 431,730</b>	<b>\$ 512,081</b>	<b>\$ 561,298</b>	<b>\$ 607,389</b>	<b>\$ 2,488,716</b>
Reserve/Undesignated:	\$ 136,218	\$ 236,730	\$ 2,081	\$ 141,298	\$ 292,389	\$ 808,716
* Allocation of \$65,000 already approved for FY 2015-16, split 40/60 between arts and culture events and other events.						
** Estimated Undesignated funds plus \$65,000 projected annual allocation to special events.						
Special Events budget per Finance projection:	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	
Undesignated budget per Finance projection:	\$ 311,218	\$ 366,730	\$ 447,081	\$ 496,298	\$ 542,389	
Total available:	\$ 376,218	\$ 431,730	\$ 512,081	\$ 561,298	\$ 607,389	

**5.2 FOR POSSIBLE ACTION: TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING THE IMPLEMENTATION OF A FAÇADE IMPROVEMENT PROGRAM FOR PROPERTIES WITHIN THE REDEVELOPMENT DISTRICT.**

(5:34:36) – Mr. Plemel presented the Staff Report, incorporated into the record, which included façade improvement program comparisons of various cities.

(5:47:16) – Member Wickstead was informed that the 50 percent contribution of property owners was a “required minimum” for participation. Mr. Plemel also clarified that at least 60 properties could be eligible, but he could not estimate how many would participate. He also clarified for Member Bagwell that the businesses should be located in the Redevelopment District and along the Carson Street Corridor. Discussion ensued regarding

businesses that border Carson and Curry Streets and Vice Chairperson Lepire cautioned against double-dipping by businesses who are already receiving incentives.

**PUBLIC COMMENT**

(6:02:19) – Maurice White introduced himself and expressed concern that merchants who had been taxed were ineligible to benefit from their tax dollars, calling it “fundamentally wrong” as the Redevelopment District was “designed to improve the entire district”.

(6:03:06) – Member Mullet inquired about the tax rate in the Redevelopment District and Mr. Plemel clarified that they were not taxed differently; however the Redevelopment Authority receives a portion of their taxes, unlike properties outside the district. Vice Chairperson Lepire noted that District property owners have not benefited from these funds, adding that even though he was a business owner on Curry Street, he would prefer to see the funds spent on the rehabilitation of Carson Street first. Member Cardinal suggested offering the program to everyone in the Redevelopment District; however, Vice Chairperson Lepire disagreed. Member Wickstead raise the issue of closed businesses that may apply for reopening and rehabilitation funds and Member Bagwell believed that limiting the use of funds would prevent sufficient applicants. Discussion ensued regarding residential property owners’ ability to apply for the grant and how the application would be weighted. Member Mullet suggested starting as a pilot instead of an on-going program and Member Bagwell suggested limiting it to one year.

(6:22:19) – Additional public comment was provided by David Wilk who introduced himself as a Carson City resident. Mr. Wilk suggested linking together the “hodgepodge” of looks to create a unified identity.

(6:23:29) – Mr. Plemel provided a PowerPoint presentation which was discussed and modified after deliberation by the Committee.

(6:35:33) – Vice Chairperson Lepire suggested tabling this item and address agenda item 5.1.

(7:35:34) – Vice Chairperson Lepire entertained additional public comments on this item, and when none were forthcoming he suggested additional discussion, now that the budget recommendation had taken place. Further discussion took place regarding the façade projects and timelines.

(7:41:16) – Mr. White recommended not funding requests for commercial properties that are for sale as some sales processes may take years. Member Bagwell noted that a property owner may have a workaround by taking the property off the market to be approved for a façade improvement grant.

**(7:46:33) – I move to recommend to the Redevelopment Authority the implementation of a façade improvement program for properties within the Redevelopment District with the provisions as modified by the [Redevelopment Authority Citizens Committee] RACC [and included on pages 5-7].**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Wickstead
<b>SECONDER:</b>	Cardinal
<b>AYES:</b>	Lepire, Bagwell, Cardinal, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Hannaman, Sheck



# Redevelopment Authority Citizens Committee Recommendations

February 1, 2016



## Façade Improvement Program

- Maximum funding per parcel: \$25,000
- Required property owner match: Minimum 50% of total project cost
- Funding type: Grant, reimbursed 100% if sold within one year
- Permitted improvements: All exterior façade improvements.
- Approval process: RACC has final approval authority.
- Permitted areas for program:
  - Commercial property within Redevelopment Areas 1 and 2
  - No other City tax incentives apply to property
  - Not constructed within the last five years



## Façade Improvement Program

- All improvements shall comply with the Carson City Development Standards Division 1.1, Architectural Design; improvements to buildings within the Downtown Mixed-Use (DTMU) zoning district shall comply with the DTMU Development Standards, Division 6.6, 6.6.2, Lighting, 6.6.3, Signage, 6.6.10, Building Design and Character, and 6.6.11, Guidelines for the Renovation and Restoration of Existing Structures.
- The applicant shall submit plans meeting commercial building permit standards showing all proposed improvements with an application for funding.
- Taxes must be paid current on the property.
- Payment shall be on a reimbursement-basis only at a rate of no more than 50% up to the maximum amount of the approved grant award.
- Properties with unresolved code enforcement issues are ineligible.
- Applicants shall obtain a minimum of three bids for the project if the total rehabilitation cost is \$25,000 or more (per City policy).
- Improvements must be completed within 180 days of application approval or the start of the funding year, whichever is later.
- Property owner must sign application

**6. NON-ACTION ITEMS:****a. STAFF REPORTS AND UPDATE ON MATTERS RELATING TO THE RACC.**

There were no additional Staff reports.

**b. FUTURE AGENDA ITEMS.**

(7:47:18) – Mr. Plemel indicated that the next meeting would take place in May and a façade improvement application will be addressed by the Committee, adding that the deadline for Special Event Applications was April 15, 2016. He also noted that the Façade Improvement Program would be heard by the Redevelopment Authority in early March.

**c. RACC MEMBER REPORTS AND COMMENTS.**

(7:48:20) – Member Bagwell thanked everyone for a “nice job”. Member Mullet suggested a freeway sign promoting the Historic District or Carson City in general. Mr. Plemel suggested contacting Patrick Pittenger, Transportation Manager. Vice Chairperson Lepire inquired about the feasibility of Wi-Fi for downtown and wished to have it agendaized at a future meeting.

**7. PUBLIC COMMENTS**

(7:50:44) – None.

**8. FOR POSSIBLE ACTION: ADJOURNMENT.**

**(7:50:55) – MOTION: Member Mullet moved to adjourn. Member Bagwell seconded the motion. The meeting was adjourned at 7:51 p.m.**

The Minutes of the February 1, 2016 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 2<sup>nd</sup> day of May, 2016.

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GARRETT LEPIRE, Vice Chair