

DRAFT MINUTES
Regular Meeting
Carson City Redevelopment Authority Citizens Committee
Monday, November 7, 2016 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Board Members

Chair – Ronni Hannaman	Vice Chair– Garrett Lepire
Member – Lori Bagwell	Member – Court Cardinal
Member – Jason Justice	Member – Craig Mullet
Member – Kristoffer Wickstead	

Staff

Lee Plemel, Community Development Director
Adriana Fralick, Chief Deputy District Attorney
Kathy King, Chief Deputy Clerk
Minutes by: Tamar Warren, Deputy Clerk

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.

1. CALL TO ORDER

(5:29:34) – Chairperson Hannaman called the meeting to order at 5:29 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

(5:29:54) – Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chair Ronni Hannaman	Present	
Vice Chair Garrett Lepire	Present	
Member Lori Bagwell	Present	
Member Court Cardinal	Absent	
Member Jason Justice	Present	
Member Craig Mullet	Present	
Member Kristoffer Wickstead	Present	

3. PUBLIC COMMENTS

(5:30:05) – None.

4. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – FROM AUGUST 1 AND OCTOBER 3, 2016.

(5:30:49) – **MOTION: I move to approve the minutes from the August 1, 2016 meeting.**

RESULT:	APPROVED (6-0-0)
MOVER:	Lepire
SECONDER:	Bagwell
AYES:	Hannaman, Lepire, Bagwell, Justice, Mullet, Wickstead
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cardinal

(5:31:11) – Chairperson Hannaman noted a correction to October 3, 2016 meeting minutes, stating that she was absent that day. She also mentioned a typographical error on last page of item 5-1, to read “project to remove blight.”

(5:32:08) – MOTION: I move to approve the minutes of the October 3, 2016 meeting as corrected.

RESULT:	APPROVED (6-0-0)
MOVER:	Mullet
SECONDER:	Bagwell
AYES:	Hannaman, Lepire, Bagwell, Justice, Mullet, Wickstead
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cardinal

5. MEETING ITEMS

5.1 DISCUSSION REGARDING THE PLANNING PROCESS FOR THE SOUTH CARSON STREET COMPLETE STREETS PROJECT.

(5:32:32) – Chairperson Hannaman introduced the item. Carson City Transportation Manager Patrick Pittenger presented the agenda materials with an accompanying PowerPoint presentation, and responded to clarifying questions. He also confirmed for Chairperson Hannaman that the local businesses were consulted regarding the project. Member Bagwell was informed that the project kickoff meeting had 60 attendees, adding that the requirement was for the consultant to provide two conceptual designs. Member Mullet preferred to “see the center line shifted east if it’s required, not to tear up a lot of existing development we’ve already done at the [car] dealers’ expense”. He also cited examples of bike lanes he had seen in Europe. Mr. Pittenger assured the Committee that the previous improvements done by the Nevada Department of Transportation (NDOT) would not be “thrown away”, adding that the curbs would stay where they are now. Discussion ensued regarding the frontage road along South Carson Street and Mr. Pittenger noted that many businesses along that road were only accessible via the frontage road.

PUBLIC COMMENT

(6:04:28) – Delacy Sheck inquired about whether the area business that relied on wells would be converted to utilizing City water. Community Development Director Lee Plemel offered to discuss the issue with the Carson City Public Works Department.

(6:05:51) – Jerry Cinanni was informed that the \$5,000,000 was designated for use only for South Carson Street beginning at Fairview Drive and to the south, per an amended agreement with the State prior to take place prior to the transfer of the road to Carson City. Mr. Pittenger also clarified for Mr. Cinanni that traffic pattern estimates would not take place due to the travel demand forecasting process required of every urbanized area (over 400) in the country. Mr. Cinanni believed a factual study would be beneficial, and Mr. Pittenger noted “we will count the cars after the [freeway] opens and prior to the completion of any design”. Member Bagwell explained that the six months prior to the start of the project and after the opening of the freeway will allow for that. Chairperson Hannaman thanked Mr. Pittenger for his presentation.

5.2 FOR DISCUSSION ONLY: DISCUSSION REGARDING ENCROACHMENT PERMIT STANDARDS FOR THE DOWNTOWN.

(6:12:18) – Chairperson Hannaman introduced the item and commended Carson City Public Works Engineering Manager Danny Rotter on the percentage completion of the downtown project. Mr. Plemel reviewed the agenda materials, and Mr. Rotter narrated a slide show presentation, and responded to questions of clarification.

(6:19:22) – Vice Chair Lepire reviewed his observations from the Nevada Day Parade and believed it was important to ensure that the outside dining tables “aren’t next to the building...and give some clearance to allow people to walk between the tables and the building of the establishment”. Discussion ensued regarding the bike lanes and the parking spaces, which Mr. Rotter believe “would help the pedestrian environment”. Vice Chair Lepire also believed that the allowed delineation of outdoor dining areas by planters or movable fencing could take “half the plaza away” should all businesses decide to do that. Discussion also ensued regarding tents that obstructed views and Mr. Plemel ensured that they had similar concerns and would address them. Mr. Rotter clarified that event space versus weekday usage would be an item brought to the Board of Supervisors for approval as part of the December meeting packet. Vice Chair Lepire also noted that permanent fixtures can encumber actions such as cleaning the sidewalks. He also received confirmation from Mr. Plemel that the current code requires the street and sidewalk vendor applications to be approved by the RACC. In response to questions by Member Mullet, Mr. Plemel noted that the City would not want to get “too strict about allowing permanent structures” and would utilize encroachment permits; however, Member Mullet disagreed. Vice Chair Lepire suggested consulting the business owners and suggested being consistent when allowing outdoor seating.

(6:36:52) – Mr. Rotter also noted that many issues such as placement, teardown, and liability are still being discussed. He also noted that permit owners were responsible for cleaning and power washing their permitted areas. Member Wickstead received clarification from Mr. Rotter that each circumstance will be reviewed separately and gave the example of permit requests near fire hydrants in the area. Member Bagwell spoke as a former business owner and suggested “having a set of rules that everybody plays by”. She also expressed concern over “diminishing the public portion of the plaza” as business owners would prohibit non-customers from using it, which would contradict the encouragement of biking and the “walkability” of the plaza. Discussion ensued regarding encroachment and parking enforcement.

PUBLIC COMMENT

(6:55:35) – Linda Marrone introduced herself as “I run the farmers’ market” and gave an example of an encroachment noting that they had eight booths facing each other on the opening day of the plaza; however, on the following week “the tables were moved out”. Ms. Marrone also expresses her dissatisfaction with the trash that is left behind on Saturday mornings. Mr. Rotter clarified that the town of Truckee, California had spent “the most money” and that all the seating was “up against the building”.

5.3 FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE REDEVELOPMENT AUTHORITY REGARDING THE EXPENDITURE OF \$750 FOR SPECIAL EVENT FUNDING FROM THE REDEVELOPMENT REVOLVING FUND FOR FISCAL YEAR 2016-17 FOR THE OLDE TIME CHRISTMAS SANTA PARADE.

(6:59:52) – Chairperson Hannaman introduced the item. Mr. Plemel presented the agenda materials and noted that Delacy Sheck was representing applicant Doreen Mack. Chairperson Hannaman explained that the Nevada Appeal gave “a lot of space” to promote the hometown events at no cost and questioned why the expense was necessary since the event would be promoted anyway.

(7:02:21) – Ms. Sheck explained that the \$750 was the cost for an advertisement and Chairperson Hannaman advised using a press release. Ms. Sheck distributed a flyer to the committee members. Member Bagwell believed that the event was wonderful; however, this request did not meet the funding criteria. Member Mullet noted that the event had not been advertised before and he believed that this could be a gift for the downtown merchants because of the construction; however, he did not believe in funding advertising in the future. Discussion ensued regarding the parade and Chairperson Hannaman reiterated her suggestion of sending a press release to the Nevada Appeal.

(7:06:27) – There were no public comments.

(7:06:47) – MOTION: I move to recommend to the [Redevelopment Authority] to deny the expenditure of \$750 for special event funding for Olde Time Christmas Santa Parade.

RESULT:	APPROVED (5-1-0)
MOVER:	Lepire
SECONDER:	Justice
AYES:	Hannaman, Lepire, Bagwell, Justice, Wickstead
NAYS:	Mullet
ABSTENTIONS:	None
ABSENT:	Cardinal

(7:07:46) – Mr. Plemel clarified that the RACC was a recommending body; therefore, the item will be heard by the Redevelopment Authority along with the RACC comments and recommendation.

5.4 FOR POSSIBLE ACTION: TO PROVIDE DIRECTION TO STAFF REGARDING THE REDEVELOPMENT REVOLVING FUND EXPENDITURE PLAN FOR UNALLOCATED FUNDS FOR FISCAL YEAR (FY) 2016-17 AND FY 2017-18.

(7:08:02) – Chairperson Hannaman introduced the item. Mr. Plemel presented the agenda materials and the accompanying slides, and responded to clarifying questions. Chairperson Hannaman recommended adding “the alley” on Telegraph Square and adding old-fashioned street light to the side streets as potential redevelopment projects. Member Justice wished to add an ATM, a supercharging point for Teslas, and new newsstands (per a former request). Member Wickstead noted that Tesla may start charging for their supercharging stations; however, he believed it was advantageous since more people would be inclined to visit Carson City. Vice Chair Lepire suggested live streaming of events which would require a projector and recommended requesting \$10,000 from the Board of Supervisors for the purchase of the projector. Discussion ensued regarding using City-owned equipment at the Brewery Arts Center. Vice Chairperson Lepire also suggested making the streaming an option (for a fee) for obtaining a special event permit. Discussion ensued regarding this suggestion and it was agreed to make the motion “subject to a management plan approved by the Board of Supervisors”. Member Bagwell noted that the purpose of redevelopment was to eliminate blight; therefore, she supported enhancements to “the alley”, the Children’s Museum, Jack’s Bar, and wished to see a street-by-street map of the Redevelopment Area to target funds for a “huge impact”. She was also in favor of video streaming, sun shades, and larger trash cans. Member Mullet suggested keeping all the equipment and its management in one department, possibly Public Works or Parks and Recreation. Mr. Plemel noted that most of the stage setup was turnkey in order to avoid additional costs.

PUBLIC COMMENT

(7:43:52) – Carson City Visitors Bureau Executive Director Joel Dunn explained that they also contribute “about \$120,000 in direct costs associated with events that we endorse”. Mr. Dunn stated that he has received live streaming requests from event promoters and called it “a wise investment” and cited opportunities that would allow showcasing art in vacant storefronts in the Redevelopment Area. Discussion ensued regarding the Redevelopment Funds that have been reallocated to the Cultural Commission. Member Bagwell was in favor of decorated windows.

(7:52:01) – Rhonda Abend, Carson City Classic Cinema Club Director, spoke in favor of purchasing a projector because “we keep outgrowing our space” and wished to have evening events. She also suggested looking into interactive events that benefit families. Member Mullet wished to ensure that all the necessary equipment such as cameras will be purchased as well. Mr. Dunn explained that event promoters have the recording equipment; however, they need a venue to project the event and require connectivity.

(7:57:18) – MOTION: I move to recommend to the Board of Supervisors to spend up to \$10,000 for a projector that will play during daylight hours, and to develop a management plan for the projector prior to presenting the recommendation to the Board of Supervisors.

RESULT:	APPROVED (6-0-0)
MOVER:	Lepire
SECONDER:	Wickstead
AYES:	Hannaman, Lepire, Bagwell, Justice, Mullet, Wickstead
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cardinal

5.5 FOR POSSIBLE ACTION: TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING POSSIBLE CHANGES TO THE FAÇADE IMPROVEMENT PROGRAM.

(5:58:42) – Chairperson Hannaman introduced the item. Mr. Plemel presented the agenda materials and responded to clarifying questions. Vice Chairperson Lepire was in favor of excluding roofs and unattached signage from the program. Chairperson Hannaman requested clarification on the definition of “public right-of-way” and Mr. Plemel gave the example of the McFadden Plaza as one. Commissioner Bagwell suggested excluding the name of the business from the public right-of-way to make it fair to all businesses. Discussion ensued regarding prorating the cost. Member Wickstead was in favor of excluding all signs and roofs and Vice Chair Lepire agreed.

There were no public comments.

(8:16:12) – MOTION: I move to recommend to the Redevelopment Authority amending Section 2 of the Redevelopment Façade Improvement Program requirements to read as follows:

2. *Ineligible Properties: Ineligible properties include properties already receiving tax incentives or other financial incentives from the City, residentially-zoned properties, buildings that were constructed or have had façade improvements completed within the last five years, properties for which property taxes are owed and not paid up to date, and properties with outstanding or unresolved code enforcement issues, and properties on which construction of the proposed improvements have already been started.*

And I move to recommend amending Section 3 of the Redevelopment Façade Improvement Program requirements, to read as follows:

3. *Eligible Improvements: All exterior building façade updating and maintenance, including but not limited to painting, lighting, awnings, doors, fascia, and other decorative elements are eligible to receive Façade Improvement Program funds. Signs, roof decking material, landscaping, paving and other improvements not affixed to the building are is not an eligible expenses. For the purposes of this policy, exterior building façade includes all portions of a building, excluding the roof, visible from the public right-of-way or on-site parking lot.*

RESULT:	APPROVED (6-0-0)
MOVER:	Wickstead
SECONDER:	Justice
AYES:	Hannaman, Lepire, Bagwell, Justice, Mullet, Wickstead
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cardinal

6. DISCUSSION ONLY:

a. STAFF REPORTS AND UPDATE ON MATTERS RELATING TO THE RACC.

b. FUTURE AGENDA ITEMS.

(8:18:15) – Mr. Plemel noted that he would return with the expenditures worksheet in the February 2017 meeting and advised that members get in touch with him for additional agenda items.

c. RACC MEMBER REPORTS AND COMMENTS.

(8:19:05) – Vice Chair Lepire indicated that this would be his last RACC meeting as he did not plan on seeking reappointment, and thanked the members for the opportunity to serve on the Committee. Chairperson Hannaman invited everyone to the Silver and Snowflakes Festival of Lights at 5:30 p.m. on December 2, 2016.

7. PUBLIC COMMENTS

(8:19:55) – None.

8. FOR POSSIBLE ACTION: ADJOURNMENT.

(8:20:00) – MOTION: Chairperson Hannaman adjourned the meeting at 8:20 p.m.

The Minutes of the November 7, 2016 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 6th day of February, 2017.

RONNI HANNAMAN, Chair