



# Community Development Department

108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2180 – Hearing Impaired: 711

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## Staff Report To: Redevelopment Authority Citizens Committee and Historic Resource Commission

**Meeting Date:** December 3, 2018

**Item 3.D**

**Staff Contact:** Lee Plemel, Director ([lplemel@carson.org](mailto:lplemel@carson.org); 283-7075)

**Agenda Title:** Presentation and Discussion Only: To give an overview of the Redevelopment Façade Improvement Program.

**Staff Summary:** The Façade Improvement Program was established in 2016 to provide assistance to property owners of commercial properties within the Redevelopment District with certain façade improvements. The program provides a matching grant to property owners, up to \$25,000 per property, for certain façade improvements. City staff will give a presentation regarding the program and be available for questions.

**Proposed Motion:** [No action.]

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## DISCUSSION:

The Redevelopment Façade Improvement Program is regulated by Resolution of the Redevelopment Authority (Board of Supervisors). The Resolution establishes which properties are eligible and ineligible for the program, the type of façade improvements that are eligible for program reimbursement, and other process and program requirements. The Redevelopment Authority Citizens Committee has final approval authority on Façade Improvement Program applications.

The Redevelopment Authority Citizens Committee recently (on November 5, 2018) made recommendations to the Redevelopment Authority to make modifications and clarifications to the Façade Improvement Program Guidelines. The attached draft Resolution shows the current Program guidelines with the proposed amendments in “track changes” format (**bold, underlined** text added and ~~stricken~~ text deleted).

If you have any questions regarding this item, please contact Lee Plemel at 283-7075 or [lplemel@carson.org](mailto:lplemel@carson.org).

Attachments:

A. Façade Improvement Program Resolution with proposed amendments

**RESOLUTION NO. 2018-RAR-\_\_\_\_**

**A RESOLUTION AMENDING AND SUPERSEDING RESOLUTION 2017-RAR-1 AND  
2017-R-1 TO CONTINUE THE CARSON CITY REDEVELOPMENT FAÇADE  
IMPROVEMENT PROGRAM FOR REDEVELOPMENT PROJECT AREAS 1 AND 2  
AND AMEND PROVISIONS RELATED TO PROJECT ELIGIBILITY  
REQUIREMENTS.**

**WHEREAS**, a stated objective of the Redevelopment Area 1 Plan is to improve the appearance of commercial areas through building rehabilitation, and

**WHEREAS**, strategies in the Redevelopment Area 2 Plan include engaging the business owners in the revitalization process and assisting in the reuse of vacant buildings; and

**WHEREAS, Carson City has made an investment in infrastructure improvements and streetscape enhancements within the downtown area and plans similar improvements along South Carson Street and William Street to improve the appearance of these commercial corridors; and**

**WHEREAS**, the Carson City Redevelopment Authority and Board of Supervisors desire to create an incentive program to be an integral part of Carson City's private-public partnership initiatives to retain and expand businesses in Carson City; and

**WHEREAS**, this program is designed to stimulate investment in properties and improve the desirability of properties within Redevelopment Areas 1 and 2 by improving the exterior appearance of buildings.

**NOW THEREFORE**, the Carson City Redevelopment Authority and Board of Supervisors do hereby resolve to establish the Carson City Redevelopment Façade Improvement Program for Redevelopment Project Areas 1 and 2, which includes the following guidelines.

1. **Eligible Properties:** ~~[All commercial properties within Redevelopment Areas 1 and 2 are eligible to apply for Façade Improvement Program funds.]~~ **Eligible properties include all properties fronting on the streets improved with the Downtown Streetscape Enhancement Project, including Carson Street from 5<sup>th</sup> Street to William Street, Curry Street from Musser Street to Robinson Street, and streets between Carson Street and Curry Street from and including Musser Street to Robinson Street. Eligible properties also include properties fronting on future major street improvement projects, including but not limited to the South Carson Street Complete Street project and William Street project upon approval of the construction contract for those projects or any other similar project in the future.**
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, properties with outstanding or unresolved code enforcement issues, and properties on which construction of the proposed improvements has already been started at the time of application submittal to the Community Development Department. **For the purpose of this section, a historic property tax deferment or “open space” property tax deferment is not a disqualifying tax or financial incentive.**

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. Landscaping, signs, roof decking, paving, and any improvements not affixed to the building are not eligible expenses. For the purposes of this policy, exterior building façade includes all portions of a building, excluding ~~roof decking~~ **roofing material**, visible from the public right-of-way or on-site public parking lot.
4. **Maximum Façade Improvement Program Funding:** The maximum Façade Improvement Program funding that may be awarded is \$25,000 per individual Assessor’s Parcel Number, subject to authorization of Program funding by the Board of Supervisors.
5. **Required Property Owner Matching Funds:** The property owner shall pay a minimum of 50% of the total project costs. Total project cost includes construction and all expenses incurred in the preparation and permitting of plans for the improvements, including building permit fees, design work, and construction drawings.
6. **Façade Improvement Program Application Review Process:**
  - A. The Redevelopment Authority Citizens Committee (RACC) shall review and have final decision authority on all Façade Improvement Program applications.
  - B. Initial applications are due April 15, 2016, to be reviewed by the RACC on May 2, 2016, for the available FY 2015-16 funding and FY 2016-17 funding. If available funding is not fully used in any given fiscal year, applications will be accepted on a first-come, first-served basis until available, budgeted funding is exhausted. If available funding has been fully allocated for any given fiscal year, applications may continue to be accepted and will be date stamped for priority consideration for the next fiscal year.
  - C. Façade Improvement Program applications must include plans meeting commercial building permit standards showing all proposed improvements.
  - D. Decisions of the RACC regarding Façade Improvement Program applications may be appealed to the Redevelopment Authority provided that such appeal is made within 7 days of the RACC’s decision. Only Façade Improvement Program applicants affected by the RACC’s decision have standing to appeal.

- E. The property owner shall sign the application consenting to the proposed improvements and all applicable requirements of the Façade Improvement Program.
- 7. **Reimbursement of Redevelopment Funds:** Façade Improvement Program funds shall be awarded as a grant, with no reimbursement required, provided that the property is not sold within 12 months of the completion of the façade improvements for which the grant was awarded. If the property is sold within 12 months of the completion of the façade improvements for which the grant was awarded, the property owner shall be responsible to pay back 100% of the Façade Improvement Program funds awarded by Carson City.
- 8. **Compliance with Development Standards:**
  - A. All improvements shall be reviewed pursuant to and comply with the Carson City Development Standards Division 1.1, Architectural Design, as applicable to the proposed improvements.
  - B. 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, as applicable to the proposed improvements.
- 9. **Commitment Agreement:** Each participant in the Façade Improvement Program must execute and record a document agreeing to reimburse the City 100% of the awarded Façade Improvement Program funds if the property is sold within 12 months of the completion of the façade improvements for which the grant was awarded. The agreement shall be in the form as required by the City.
- 10. **Reimbursement Process:**
  - A. Payments from the City shall be made on reimbursement-basis only at a rate of no more than 50% of the actual expenses incurred by the property owner up to the total amount of funds approved.
  - B. For façade improvement projects that equal or exceed a total cost of \$10,000, reimbursement may be made in a maximum of two payments. The first payment may be requested for up to 50% of the approved Façade Improvement Program funds only after expenses have been incurred by the applicant equaling or exceeding 50% of the total project costs. The final reimbursement payment shall only be made upon completion and final inspection approval of the proposed improvements.
  - C. Reimbursement for projects that are less than \$10,000 in total costs shall be provided in a one-time payment only after improvements have been completed and have received final inspection approvals.

D. Applicants who receive funding must document all expenditures and provide the Community Development Department with proof of payment (receipts, paid invoices, etc.) for all eligible improvements, including costs associated with the property owner's required match, within 30 days of project completion.

**11. Project Bidding Requirements:**

- A. Applicants are responsible for obtaining three bids or competitive quotes for the proposed work. All contractors must be registered and bonded by the State of Nevada and licensed to perform the applicable work in Carson City.
- B. Approved projects will be based on the lowest of the three bids. The applicant may select any of the three bidders to complete the improvements, but the applicant will be responsible for costs in excess of the lowest bid.
- C. Construction contracts will be between the applicant and contractor. The contractor must obtain all required permits prior to commencing construction.
- D. Applicants shall make every attempt to get the required number of bids for the work to be completed. However, the RACC shall have authority to waive this requirement depending on but not limited to the following conditions: market trends, lack of qualified vendors, timing of application submittals, or other applicable conditions.
- E. Notwithstanding the provisions above, a property owner/applicant who is also a contractor and will be the contractor for the proposed façade improvements shall not be required to obtain three bids but shall be responsible for obtaining and submitting a written contractor's or subcontractor's bid detailing by line item the description and cost for each item of work to be completed. All contractors must be registered, licensed and bonded in the State of Nevada and licensed to perform the applicable work in Carson City.

12. **Completion of Façade Improvements:** Improvements for which Façade Improvement Program funds are awarded must be started (by obtaining a building permit for applicable improvements) within 180 days of application approval or the beginning of the Fiscal Year from which the funds are available, whichever occurs later. The approved façade improvements must be completed within 180 days of building permit approval. One 180-day extension may be granted by the RACC.

13. **Discretionary Review: Notwithstanding any other provision herein, the RACC retains full discretion whether to deny an application without regard to eligibility, based on a review of the overall merits of a proposed improvement, the beneficial impact of the improvement and the scope and purpose of the Façade Improvement Program.**

ADOPTED Resolution No. 2018-RAR-\_\_ this 6<sup>th</sup> day of December, 2018.

AYES: Redevelopment Authority Members

## Redevelopment Authority Members

NAYES: Members

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### ABSENT: Members

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**KAREN ABOWD, Chair**

ATTEST:

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**SUE MERRIWETHER, Clerk-Recorder**