

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

Minutes of the February 21, 2002 Meeting

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A regular meeting of the Carson City Redevelopment Authority Citizens Committee was scheduled for 5:30 p.m. on Thursday, February 21, 2002 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Robin Williamson
Art Hannafin
Fred Nietz
Morey Tresnit

STAFF: Rob Joiner, Economic Development/Redevelopment Manager
Kathleen King, Recording Secretary

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Williamson. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

A. CALL TO ORDER, DETERMINATION OF QUORUM (1-0001) - Chairperson Williamson called the meeting to order at 5:44 p.m. Roll was called; a quorum was present. Vice Chairperson Johnson and Members Browne and McCarthy were absent.

B. ACTION ON APPROVAL OF MINUTES - January 9, 2002 (1-0005) - Member Hannafin moved to approve the minutes. Member Tresnit seconded the motion. Motion carried 4-0.

C. MODIFICATION OF AGENDA (1-0015) - None.

D. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0020) - None.

E. PUBLIC HEARING:

E-1. DISCUSSION AND ACTION REGARDING A REQUEST FROM MADALENA FARROW (PROPERTY OWNER: BOAC, LTD. (FORMERLY BANK BUILDING INC.)), FOR REDEVELOPMENT PROGRAM FUNDING FOR REHABILITATION OF HEATING, AIR CONDITIONING AND VENTILATION EQUIPMENT AND SYSTEMS, ON PROPERTY LOCATED AT 600 EAST WILLIAM STREET, APN 002-145-01, IN THE AMOUNT OF \$100,000 AND NOT TO EXCEED 20 PERCENT OF THE TOTAL PROJECT COST (CONTINUED FROM THE JANUARY MEETING) (1-0024) - Member Hannafin advised of a financial interest in this item and left the meeting room. Mr. Joiner reviewed the staff report and the attached memo, and referred to the project information distributed prior to the start of the meeting. Madalena Farrow displayed and circulated photographs of the existing building and the project drawings. She responded to questions regarding the condition of the HVAC system. Paul Hannafin referred to the elevations included in the project information and reviewed the proposed phase 1 exterior modifications. He advised that the improvements to be done in phase 1 of the project include some exterior and interior modifications, the HVAC and electrical systems. He expressed the opinion that the phase 1 improvements will help to keep the building full of tenants, which will support the next improvement phases and eventually contribute to economic development in the area. He pointed out that the building is in the redevelopment district and suggested that it could be perceived as an eastern gateway to the downtown redevelopment corridor.

In response to a question, Mr. Hannafin referred to page 2 of the project information booklet and reviewed the project

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costs summary. Ms. Farrow responded to questions regarding conditions of sale, future plans for construction of another building, and the revised incentive request. Ms. Farrow acknowledged her understanding of the \$100,000 maximum incentive funding grant. Chairperson Williamson responded to questions regarding the incentive program. Mr. Joiner advised that approval of the request will need to be conditioned upon submission of the project to the Downtown Design Review process.

Chairperson Williamson read the mandatory and relative criteria for the Redevelopment Authority Incentives Program into the record. Ms. Farrow responded to questions regarding future plans for retail, plans to generate pedestrian traffic, a contingency plan if the incentive funding is not awarded, and the current number of tenants. Discussion took place regarding available funding and projections for the next fiscal year, and Ms. Farrow responded to additional questions regarding the time frame for the HVAC improvements. She acknowledged that the first phase could be completed by the end of the summer. Mr. Hannafin advised that the construction schedule is based on a three-month time period. Member Tresnit commended Ms. Farrow on the project, but expressed a concern that the improvements provide for retail at some time in the future. Ms. Farrow responded to additional questions regarding the type of retail planned for the property, present occupancy, and plans for the penthouse. Discussion took place regarding the possibility of granting less than the requested \$100,000, the required one-year time frame for completing the project, and the incentive program criteria.

Member Nietz moved that the Redevelopment Authority Citizens Committee recommend to the Redevelopment Authority approval of the request from Madalena Farrow, applicant, BOAC, Ltd., owner, for redevelopment incentive funding in an amount not to exceed \$100,000, and not to exceed twenty percent of the project cost for heating, ventilation, and air conditioning improvement costs, and exterior shade structures, concrete and stucco arches, lighting, and landscaping, on property located at 600 East William Street, APN 002-145-01, subject to the applicants signing a lien and grant agreement in accordance with the redevelopment incentives program; further the Redevelopment Authority Citizens Committee hereby finds this project meets the requirements of NRS 279.486 and finds the project is of benefit to the redevelopment plan area and the immediate neighborhood and that no other reasonable means of financing this project is available; the Committee further determines the incentive amount paid by the Redevelopment Authority shall be on a reimbursement basis only, after the work has been completed and as tax dollars or other financing is available to the Redevelopment Authority; further this application is approved subject to the applicant fulfilling any other city requirements. Member Tresnit seconded the motion. Motion carried 2-1. Chairperson Williamson advised that this item would be submitted to the Redevelopment Authority, and that Ms. Farrow would be notified of the meeting date. Member Hannafin returned to the meeting room.

E-2. DISCUSSION AND ACTION REGARDING THE REPORT OF ACTIVITIES FROM THE DOWNTOWN MERCHANTS ASSOCIATION (1-0750) - Betty Brogan advised that the new name is the Downtown Carson City Business Association, and read a letter into the record. She responded to questions regarding the organizational meetings schedule and plans for events and activities in the downtown area. Discussion took place with regard to scheduling the regular Association meeting dates, expansion of the Association's boundaries, and participation by business owners outside the established boundaries. The Committee members expressed appreciation for the attendance and participation of the Association members. In response to a question, Mr. Joiner advised that funds previously allocated to the Downtown Merchants Association have been spent. He advised of the event funding applications which will be reviewed by the Committee at a future meeting. Ms. Brogan advised that the next organizational meeting is scheduled for 5:30 p.m. on Tuesday, February 26th at 202 North Curry Street. No formal action was taken.

E-3. DISCUSSION AND ACTION REGARDING REQUEST BY ADVOCATES TO END

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DOMESTIC VIOLENCE TO DISCUSS PROPOSED ENTERTAINMENT AND OTHER ACTIVITIES DURING THE 2002 "TASTE OF DOWNTOWN" (1-1231) - Lisa Lee, of Advocates to End Domestic Violence, provided background information on the event, discussed plans for this year's event, and reviewed the request for funding. Discussion took place regarding the possibility of diversifying the tickets, surveys conducted during the event, restaurant/shop participation, and previous redevelopment funding of the event. Ms. Lee advised that Advocates would appreciate any funding amount available. She responded to questions regarding the ticket price and sponsorships. No formal action was taken.

E-4. DISCUSSION AND ACTION ON DOWNTOWN STRATEGIC PLAN OPERATIONS PLAN (1-1725) - Dan Mooney reviewed the status of the operations plan and distributed an updated version of the same. He referred to the survey included in the agenda materials and solicited input from the Committee members regarding what they want to know about what the experts believe in reference to Carson City's cultural heritage. Discussion took place regarding the "experts" and the purpose of the expert focus group. The Committee members requested information regarding the elements of Carson City's cultural heritage and examples such as buildings, art work, sculpture, etc.

Mr. Mooney referred to the survey questions included in the agenda materials and the Committee members reviewed, discussed, and revised the same. Mr. Mooney advised that in order for the survey to be scientifically accurate, 400 surveys must be completed. The Committee members reviewed and revised the press release. No formal action was taken.

E-5. DISCUSSION AND ACTION REGARDING DOWNTOWN STRATEGIC PLAN TASK FORCE MEETINGS (1-2330) - Chairperson Williamson discussed the status of the task force meetings. She suggested that the other participants need to be afforded more of an opportunity to express ideas. Mr. Mooney discussed his role in the task force meetings. Mr. Joiner discussed the need to identify the Redevelopment Strategic Plan in conjunction with the rules of participation. Chairperson Williamson requested a large map on which hubs of activity can be identified, and discussed the need to determine how the hubs interface, how to get from one hub to the other, and activity levels. She suggested dividing the task force into groups and having each one visualize and draw a section of downtown as they would like to see it in five years. Discussion would then take place regarding the method by which to accomplish the vision. The Committee members and Mr. Joiner discussed zoning in the redevelopment district. No formal action was taken.

E-6. DISCUSSION AND ACTION REGARDING REDEVELOPMENT AUTHORITY SPECIAL EVENTS APPLICATIONS (1-2655) - Discussion took place with regard to scheduling a special meeting to review the applications, and Mr. Joiner reviewed the spreadsheet which was distributed prior to the start of the meeting. Consensus of the Committee was to review the applications at the regular March meeting. No formal action was taken.

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E-7. DISCUSSION AND ACTION ON PROPOSED CAPITAL IMPROVEMENTS PROJECTS AND SOURCES OF FUNDING (1-2790) - Discussion took place regarding the boundaries of the redevelopment district, previously established priorities, and available funding. No formal action was taken.

E-8. DISCUSSION AND ACTION ON THE CULTURAL NEEDS ASSESSMENT STUDY AND ARTS COALITION (1-2911) - Deferred.

E-9. DISCUSSION AND ACTION REGARDING REQUEST FROM JUNE HARTMAN FOR INCENTIVE FUNDING IN AN AMOUNT NOT TO EXCEED \$5,000 (1-1042) - Mr. Joiner reviewed the staff report and referred to the fax from Allstate Insurance Company distributed prior to the start of the meeting. He advised of speaking with Deputy District Attorney Neil Rombardo who confirmed that the private bond is sufficient. Ms. Hartman acknowledged that the improvements are complete. Chairperson Williamson provided an overview of the previous request for incentive funding and the Committee's approval of the same. Mr. Joiner acknowledged that he has seen the improvements, and advised Ms. Hartman that contractor's bills and receipts will be necessary to verify the work. Ms. Hartman responded to questions regarding Don Bernard's policy regarding encumbrances and lease terms. She acknowledged her understanding of the requirement that the \$5,000 be returned to the Redevelopment Authority if the property is sold within a year. Member Tresnit commended Ms. Hartman on the interior of her business. **Member Hannafin moved to approve of the bond indicated by Allstate Insurance Company to June Hartman for the property Comma Coffee. Member Nietz seconded the motion. Motion carried 4-0.** Ms. Hartman thanked the Committee.

E-10. DISCUSSION AND ACTION REGARDING REDEVELOPMENT AUTHORITY INITIAL FUNDING OF PROMOTIONAL NOTE CARDS AND ORNAMENTS (1-2915) - Chairperson Williamson provided information on a Canadian company which manufactures pewter Christmas ornaments. She displayed and circulated a sample note card by a local artist, and discussed a proposal to make the ornaments and note cards available for sale in the downtown shops. She responded to questions regarding the cost, the benefit to the shop owners, and the theme. Discussion took place regarding the water color paintings by Thelma Calhoun displayed in the Community Center, shop owners who may be interested in participating, and the cost of the Christmas tree ornaments. No formal action was taken.

E-11. DISCUSSION AND ACTION REGARDING REDEVELOPMENT AUTHORITY BUDGET EXPENDITURES, AND 2002/2003 FISCAL YEAR BUDGET ASSUMPTIONS (1-3079) - Mr. Joiner referred to the budget preparation worksheets included in the agenda materials, and advised of meetings with Accounting Manager Nick Providenti to prepare the new budget. Chairperson Williamson and Mr. Joiner provided an overview of available funding, and discussion took place regarding the amount budgeted for special events. No formal action was taken.

E-12. DISCUSSION AND ACTION ON CURRENT AND POTENTIAL REDEVELOPMENT PROJECTS (1-3405) - Chairperson Williamson displayed and circulated a menu from Z Pie Restaurant in Placerville, California. Discussion took place regarding the possibility of establishing a Z Pie Restaurant in Carson City. No formal action was taken.

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F. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

F-1. FUTURE AGENDA ITEMS (1-3440) - Previously covered.

G. ACTION ON ADJOURNMENT (1-3465) - Member Nietz moved to adjourn the meeting at 8:15 p.m. Member Tresnit seconded the motion. Motion carried 4-0.

The Minutes of the February 21, 2002 meeting of the Redevelopment Authority Citizens Committee are so approved this _____ day of March, 2002.

ROBIN L. WILLIAMSON, Chairperson