

**City of Carson City
Agenda Report**

Date Submitted: October 7, 2008

Agenda Date Requested: October 16, 2008

To: Redevelopment Authority

Time Requested: 30 minutes

From: Joe McCarthy, Office of Business Development

Subject Title: Action to approve redevelopment programs, processes and guidelines as they relate to Redevelopment Project Area No. 1 (Downtown).

Staff Summary: As directed by the Redevelopment Authority based on several members' specific recommendations, staff will present the revised redevelopment programs, processes, guidelines, policies and procedures for Redevelopment Project Area No. 1. (Downtown)

Type of Action Requested:

(check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) - None

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve redevelopment programs, processes and guidelines as they relate to Redevelopment Project Area No. 1 (Downtown)

Explanation for Recommended Board Action: As the result of a July 31, 2008 workshop with the Redevelopment Authority (RDA), the Office of Business Development staff has applied the RDA's specific recommendations to its original draft of proposed new programs, processes, policies, procedures and guidelines. The amended policies and procedures reflect the recommendations.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 279

Fiscal Impact: n/a

Explanation of Impact: n/a

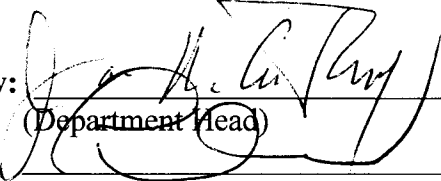
Funding Source: n/a

Alternatives: n/a

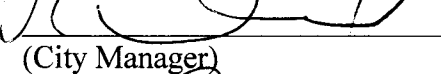
Supporting Material: Revised redevelopment programs, processes, guidelines, policies and procedures for Redevelopment Project Area No. 1. (Downtown)

Prepared By: Joe McCarthy

Reviewed By:


(Department Head)

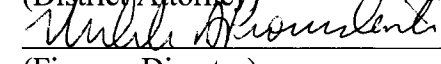
Date: 10-7-08


(City Manager)

Date: 10-7-08


(District Attorney)

Date: 10-7-08


(Finance Director)

Date: 10-7-08

**City of Carson City
Agenda Report**

Date Submitted: October 7, 2008

Agenda Date Requested: October 16, 2008

To: Redevelopment Authority

Time Requested: 30 minutes

From: Joe McCarthy, Office of Business Development

Subject Title: Action to approve redevelopment programs, processes and guidelines as they relate to Redevelopment Project Area No. 2.

Staff Summary: As directed by the Redevelopment Authority based on several members' specific recommendations, staff will present the revised redevelopment programs, processes, guidelines, policies and procedures for Redevelopment Project Area No. 2.

Type of Action Requested:

(check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) - None

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve redevelopment programs, processes and guidelines as they relate to Redevelopment Project Area No. 2

Explanation for Recommended Board Action: As the result of a July 31, 2008 workshop with the Redevelopment Authority (RDA), the Office of Business Development staff has applied the RDA's specific recommendations to its original draft of proposed new programs, processes, policies, procedures and guidelines. The amended policies and procedures reflect the recommendations.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 279

Fiscal Impact: n/a

Explanation of Impact: n/a

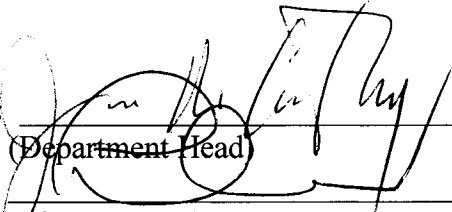
Funding Source: n/a

Alternatives: n/a

Supporting Material: Revised redevelopment programs, processes, guidelines, policies and procedures for Redevelopment Project Area No. 2

Prepared By: Joe McCarthy

Reviewed By:


(Department Head)

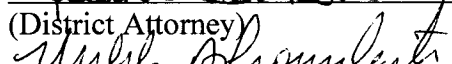
Date: 10-7-08


(City Manager)

Date: 10-7-08


(District Attorney)

Date: 10-7-08


(Finance Director)

Date: 10-7-08

Redevelopment Cost Reimbursement Policy

Policy Statement: The Carson City Redevelopment Authority engages in activities to enhance business opportunities and make physical improvements in the areas designated as Redevelopment Area #1 and Redevelopment Area #2. The activities surrounding these activities may require the support of resources not generated by Redevelopment yet under the jurisdiction of the Carson City Board of Supervisors. It is the policy of the Board of Supervisors and the Redevelopment Authority to require that the separate Redevelopment Areas pay for the costs associated with their respective activities where possible, and where it is not possible, to determine in advance, terms of grants or repayment prior to incurring the costs.

Purpose: This policy sets forth the requirement that Redevelopment Area's pay for their respective direct and indirect costs where possible, and requires that the conditions under which a grant is authorized to the Redevelopment Authority from a non-redevelopment funding source and/or the terms of repayment to such funding source are to be considered and affirmed by the Board of Supervisors and the Redevelopment Authority in advance of the expenditure.

Implementing Procedures:

1. Funds generated by each redevelopment area shall be accounted for separately.
2. Funds generated by each redevelopment area shall be used only within that redevelopment area unless it is determined by the Board of Supervisors and the Redevelopment Authority that a specific project within one area should be supported by funds generated by the other area. Such a project shall be a project that is considered to have a positive city-wide impact.
3. Actual direct costs of redevelopment activities shall be paid by funds generated by the Redevelopment Area in which the activities are taking place. These costs may be paid by way of transfers to other funds where the activities are actually charged. Indirect costs of city-wide redevelopment activities that cannot be specifically charged to a Redevelopment Area shall be paid by funds generated by each Redevelopment Area in direct proportion to their annual revenue. Indirect and direct costs have been estimated to be approximately 10 percent of the Redevelopment Authority's annual revenues, subject to the Finance Department's annual reconciliations.
4. If a significant expenditure is made to benefit a Redevelopment Area by non-redevelopment funds, conditions of a grant, if such expenditure is to be

considered a grant, or terms of repayment of those funds to the non-redevelopment fund shall be determined and voted in the affirmative by the Board of Supervisors and the Redevelopment Authority in advance of the actual expenditure. Repayment terms shall consider other financial benefits received by the non-redevelopment fund.

Department Responsible:

This policy shall be administered by the Office of Business Development and the Finance Department.

Adopted _____

By action of the Carson City Board of Supervisors and Carson City Redevelopment Authority.



Carson City Redevelopment Area #1

Mission Statement / Objectives

To make Downtown Carson City a premier destination enjoyed by residents and visitors throughout the region and beyond.

Objective 1.0 Encourage business development.

- 1.1 Fill vacant commercial spaces.
- 1.2 Encourage mixed use development to include residential as well as commercial development.
- 1.3 Encourage civic investment.
- 1.4 Create synergy among business.

Indicator(s) of Success:

- Number of business in operation within the redevelopment area.
- Assessed value of the Redevelopment Area.
- Number of residential units in the area.

Objective 2.0 Facilitate aesthetic improvements.

- 2.1 Cure blighted properties.

2.2 Enhance green spaces.

2.3 Improves building facades.

Indicator(s) of Success:

- Visual Survey

Objective 3.0 Improve public infrastructure.

3.1 Improve pedestrian safety.

3.2 Enhance parking.

3.3 Enhance public gathering spaces.

3.4 Improve traffic circulation.

3.5 Improve signage.

3.6 Improve underground infrastructure.

Indicator(s) of Success:

- Visual Survey

Objective 4.0 Facilitate special events.

4.1 Provide seed money for defined events.

Indicator(s) of Success:

- Number of event attendees.
- Business survey

Objective 5.0 Support historic preservation.

Indicator(s) of Success:

- Number of viable historic structures.

Objective 6.0 Bolster the economy.

- 6.1 Create jobs.
- 6.2 Increase property value.
- 6.3 Produce sales taxes.
- 6.4 Create capital investment.

Indicator(s) of Success:

- Total estimated payroll generated by the project.
- Total private investment created per project.
- Total local government taxes generated per project.
- Increase in property values in the redevelopment area.

1. Fills a vacant building.
2. Provide for mixed use development.
3. Provides for civic investment.
4. Creates synergy with other businesses.
5. Cures blighted properties.
6. Enhances green space.
7. Improves building facades.
8. Improves pedestrian safety.
9. Enhances parking.
10. Enhances public gathering space.
11. Improves traffic circulation.
12. Improves signage.
13. Preserves historic structures.

FAX: _____

Website: _____

Please explain why this project meets one or more of the objectives established for redevelopment in Carson City.

Exterior Improvements	\$ _____
Pre-Development Costs	\$ _____
Other	\$ _____
	=====
Total Request:	\$ _____

Carson City Partnership Incentive Pre-Application Form

Economic Objectives:

1. Creates jobs.
2. Increases the value of property.
3. Creates capital investment
4. Produces local government revenue.

Economic Impact Information—

Project Investment

Total Project Cost \$ _____

Total Amount of Redevelopment Incentive
Requested: \$ _____

Private Investment \$ _____

Job Creation

Number of new jobs _____

Average Hourly Wage _____

Support of Public Services

Anticipated Annual Taxable Sales
\$ _____

Increase in Property Value as a result of the
investment \$ _____

Project Timetable

Anticipated start date: _____

Anticipated completion date: _____

Anticipated date of business opening
(Where Applicable) _____

Project Name: _____

Business Name: _____

Please explain why this project meets one or more of the economic objectives established for redevelopment in Carson City.

The undersigned agree and represent that:

1. S/he has authority to make this application on behalf of the tenant or owner.
2. S/he has personal knowledge or information sufficient to make a materially correct response to the questions asked in this pre-application form, and that s/he knows or believes all matter stated herein to be true.
3. S/he understands that the awarding of incentive funds to any applicant is a discretionary act of the Carson City Redevelopment Authority and Board of Supervisors.
4. S/he understands that the information that the information provided by the applicant on this pre-application form shall become a matter of public record prior to approval by the Carson City Redevelopment Authority and Board of Supervisors.

Property Owner or Representative:

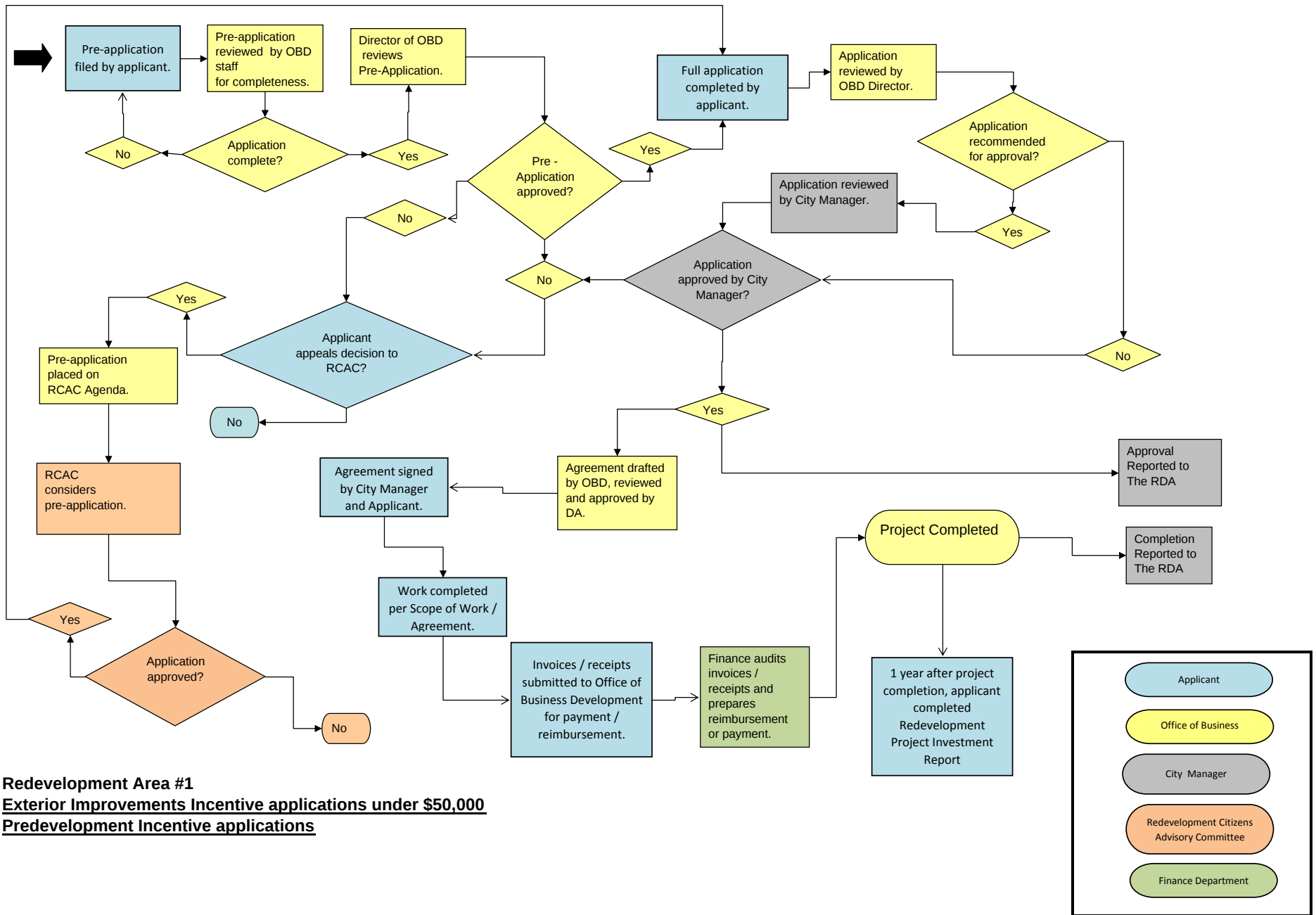
Signature: _____

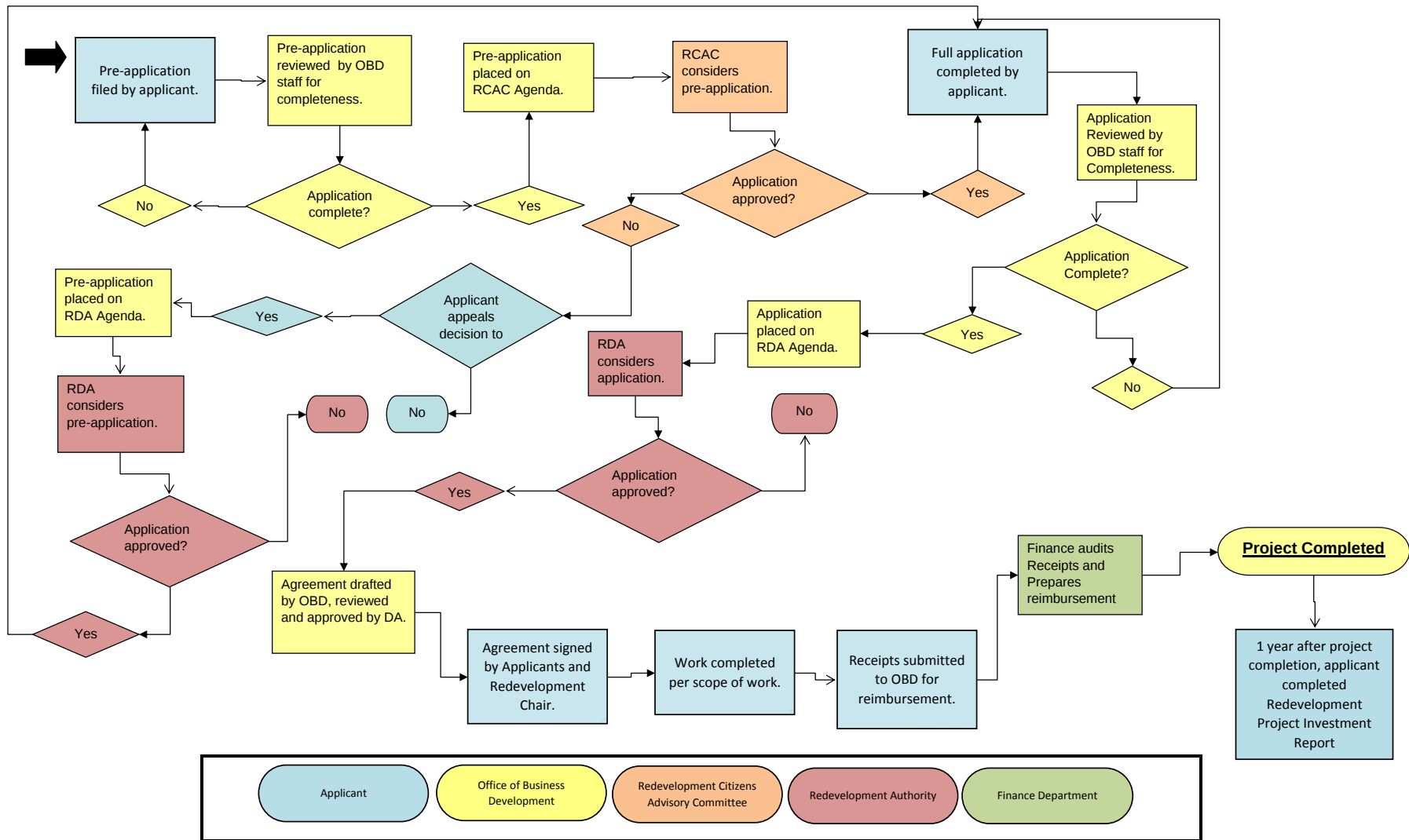
Print Name: _____

Tenant or Representative:

Signature: _____

Print Name: _____





Redevelopment Area #1
Exterior Improvements over \$50,000

**Consolidated Municipality of Carson City
Office of Business Development**



Incentive Program Application

Name of Business:		Date:	
Business Address			
Name of Tenant:		Phone Number	
Address of Tenant:		Fax:	
		E-mail:	
Name of Property Owner		Phone Number	
Address of Property Owner:		Fax:	
		E-mail:	
Incentive Program:	☐ Pre-Development Costs ☐ Exterior Improvements ☐ Tenant Improvements ☐ Rent Assistance ☐ Land Costs	\$	_____ _____ _____ _____ _____
Project Name:			
Project Address / Location		Assessors Parcel Number:	
Bldg Size:		Land Area:	

Project Description:			
Total Tenant / Property Owner Investments	Land Acquisition:	\$	
	Site Development Costs:	\$	
	Public Improvements:	\$	
	Building Costs (Hard):	\$	
	Soft Costs (Professional / legal, etc.)	\$	
	Other:	\$	
	Other:		
	Total	\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
	Total Property Owner Investment	Land Acquisition:	\$
Site Development Costs:		\$	%
Public Improvements:		\$	%
Building Costs (Hard):		\$	%
Soft Costs (Professional / legal, etc.)		\$	%
Other:		\$	%
Other:		\$	%
Total		\$	%
Total Estimated Project Cost		\$	
Total Incentive Funds Requested		\$	
Incentive as a % of total project		%	
Estimated Project Start Date			
Estimated Project Completion Date			
Do you have a Business Plan?		☐ Yes	☐ No
Number of years business has existed under current organization:			

Project Team:	Architect / Designer		
	Contractor		
	Attorney		
	Accountant		
	Project Manager		
	Construction Manager		
	Development Consultant		
Economic Impact Information	Anticipated Annual Payroll	\$	
	Anticipated Annual Sales Tax Collections	\$	
	Anticipated Increase in Property Value	\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Total Property Owner Investment	Land Acquisition:	\$	%
	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Submittals Checklist	Please submit where applicable:		
		Architects / Designer Proposal	
		Architects / Designer Renderings or Drawings	
		Project Budget Detail	
		Site Plan	
		Lease Agreement	
		Building / Project Elevations	

• Your project must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by Downtown Design Standards. • Construction documents describing your complete project must be submitted to the appropriate departments and agencies of the City for review and permitting prior to beginning work. In some cases, an architect and/or engineer must prepare these documents. All applicable permits must be obtained and all accompanying inspections must be successfully completed. • Shop drawing must also be submitted for review for all awnings, ornamental ironwork, and signs prior to beginning work.	
Acknowledgement of Application Provisions: ☐ I affirm that this project will not be initiated without written commitments and completed contract with the Consolidated Municipality of Carson City. ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common design principles for Downtown Carson City. ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement. ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City. ☐ If this project is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my property may be used in promotional materials for Downtown Carson City.	
Applicants Signature	Date:
*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement.	
(For Internal Use Only)	Date
Application Approved:	
Project Commenced:	
Project Completed:	
Reimbursement Request submitted to Finance Department	
Reimbursement remitted to Applicant	



Carson City Office of Business Development

Redevelopment Investment Report

Project Name: _____

Project Location: _____

Project Description: _____

Incentive Program: _____

Incentive Amount: _____

Project Date: _____

Return on Investment (Direct) :

Private Investment: Property: _____

Improvements: _____

Equipment: _____

=====

Total Investment

Employment: Number of jobs created: _____

Average Hourly Wage: _____

Average total hour worked: _____

=====

Average annual payroll: _____

Tax Revenues

Annual sales taxes generated: _____

Increase in property tax: _____

=====

Annual local taxes generated: _____

Return on Investment (Indirect):

Synergies created in the area as a result of the project:

Social benefits of the project:

Aesthetic value / benefits of the project:

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #1**

Exterior Improvements Incentive Program

Purpose: The Carson City Exterior Improvements Incentive Program (hereinafter referred to as “the Program”) is designed to encourage improvements to the appearance of businesses in Redevelopment Area #1 through a public / private partnership.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for façade, landscaping and signage improvements subject to City review and approval.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #1 (Downtown Carson City). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-applications form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. If the incentive request exceeds \$50,000, the pre-application will be reviewed by the Redevelopment Advisory Citizens Committee (RCAC) and recommended for either approval or denial by the Redevelopment Authority. Upon recommendation by the RCAC for approval by the RDA, a complete application detailing the project, project design, project scope, project cost, the contractor performing the work, the time line for the work and the incentive requested from the Program will be completed and submitted to the RDA. If the incentive request is less than \$50,000, the pre-application will be reviewed by the Director of the Office of Business Development. Upon approval of the pre-application by the Director, a complete application detailing the project, project design, project scope, project cost, the contractor performing the work, the time line for the work and the incentive requested from the Program will be completed and submitted to the Director for possible recommendation for approval to the City Manager. Once approved by the Redevelopment Authority (projects over \$50,000) or the City Manager, (projects under \$50,000), a project agreement shall be completed and executed. Upon completion of the project, the applicant may submit receipts for reimbursement up to the amount listed on the agreement.

Any incentives approved by the City Manager shall be reported to the Board of Supervisors and shall be deemed a matter of public record.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Fills a vacant building.
 - Encourages mixed use development.
 - Encourages civic investment.
 - Creates synergy among businesses.
 - Cures blighted properties.
 - Enhances green spaces.
 - Improves building facades.
 - Improves pedestrian safety.
 - Enhances parking.
 - Enhances public gathering spaces.
 - Improves traffic circulation.
 - Improves signage.
 - Supports historic preservation.
 - Creates jobs.
 - Increases property value.
 - Produces sales tax.
 - Creates capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic Value
- Addition to overall quality of the redevelopment area.

Funding: The funding level is based on to total size of the project but can not, in any case, exceed \$100,000. Up to 20% of the total project cost may be reimbursed.

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2 100%

Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begin on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The City shall approve all Program applicants prior to funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals. The City will make final approval after receiving a completed copy of the application.

Prior to receiving funding commitments, the project will be reviewed for consistency with all applicable codes, ordinances and regulations. Approved projects must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by the Program. All applicable permits must be obtained and all accompanying inspections must be successfully completed to receive reimbursement. If a project is selected for a grant, photographs of the property may be used in promotional materials for the Program.

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #1**

Pre-Development Incentive Program

Purpose: The Carson City Pre-Development Costs Incentive Program (hereinafter referred to as “the Program”) is designed to encourage development of new businesses in the Redevelopment Area. The Program provides architectural and design assistance to applicants.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for architectural and design costs associated with establishing a new business on a site suitable for redevelopment.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #1 (Downtown Carson City). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-applications form. (See Attached) The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. The pre-application will be reviewed by the Director of the Office of Business Development. Upon approval by the Director, a complete application detailing the project, project scope, the cost of the work, the contractor performing the work, the time line for the work and the incentive requested from the Program will be completed. Once approved by the Director, a project agreement shall be completed and presented for approval by the City Manager. Upon approval and after execution of the Agreement, the incentive will be available for use for architectural and design services.

An applicant for the program whose pre-application is denied by the Director may chose to submit the pre-application to the Redevelopment Citizens Advisory Committee for their possible approval and recommendation to the Director to complete the application process.

Any incentives awarded by the Director and approved by the City Manager shall be reported to the Board of Supervisors and shall be deemed a matter of public record.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Fills a vacant building.
 - Encourages mixed use development.
 - Encourages civic investment.
 - Creates synergy among businesses.
 - Cures blighted properties.
 - Enhances green spaces.
 - Improves building facades.
 - Improves pedestrian safety.
 - Enhances parking.
 - Enhances public gathering spaces.
 - Improves traffic circulation.
 - Improves signage.
 - Supports historic preservation.
 - Creates jobs.
 - Increases property value.
 - Produces sales tax.
 - Creates capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic value created by the project.
- Addition to overall quality of the redevelopment area.

Funding: Funding level is limited to a minimum of \$5,000 to a maximum of 6% of total project costs up to a maximum grant of \$50,000.

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community. Any incentive that exceeds \$50,000 requires approval of the Redevelopment Authority

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community. Any incentive that exceeds \$50,000 requires approval of the Redevelopment Authority.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2	100%
Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begin on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The City shall approve Program applicants prior to making any funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals.



Carson City Redevelopment Area #2

Mission Statement / Objectives

To enhance business activity related to retail sales.

Objective 1.0 Retain and expand auto sales within the redevelopment area.

- 1.1 Expand existing auto sales activities.
- 1.2 Develop new “points” in auto sales.
- 1.3 Secure on-going business agreements with auto sales businesses.
- 1.4 Create synergy among auto sales business.

Indicator(s) of Success:

- Number of Dealerships.
- Number of “Points”.
- Taxable sales from the auto sector.

Objective 2.0 Increase the economic viability of vacant commercial spaces.

- 2.1 Fill vacant empty big box retail facilities.
- 2.2 Fill vacant store fronts.

Indicator(s) of Success:

- # of vacant store fronts.

Objective 3.0 Improve public infrastructure.

- 3.1 Improve traffic circulation.
- 3.2 Improve signage.
- 3.3 Improve streetscapes.
- 3.4 Improve underground infrastructure.

Indicator(s) of Success:

- Level of service ratings for streets in the area.
- Visual Survey

Objective 4.0 Facilitate aesthetic improvements.

- 4.1 Cure blighted properties.
- 4.2 Improves building facades.

Indicator(s) of Success:

- Visual Survey

Objective 5.0 Facilitate special events.

- 5.1 Provide seed money for defined events.

Indicator(s) of Success:

- Number of event attendees.
- Business survey

Objective 6.0 Bolster the economy.

- 6.1 Create jobs.
- 6.2 Increase property value.

6.3 Produce sales taxes.

6.4 Create capital investment.

Indicator(s) of Success:

- Total estimated payroll generated by the project.
- Total private investment created per project.
- Total local government taxes generated per project.
- Increase in property values in the redevelopment area.

1. Expand existing auto sales activities.
2. Develop new "points" in auto sales.
3. Secure on-going business agreement with auto sales businesses.
4. Create synergy among auto sales business.
5. Fill vacant empty big box retail facilities.
6. Fill vacant store fronts.
7. Improve traffic circulation.
8. Improve signage.
9. Improve streetscapes.
10. Improve underground infrastructure.
11. Cure blighted properties.
12. Improve building facades.

Project Location

[illegible]

FAX:

Website:

Total Request: \$ _____

Carson City Partnership Incentive Pre-Application Form

Economic Objectives:

1. Create jobs.
2. Increase property value.
3. Produce sales taxes
4. Create capital investment.

Economic Impact Information—

Project Investment

Total Project Cost \$ _____

Total Amount of Redevelopment Incentive
Requested: \$ _____

Private Investment \$ _____

Job Creation

Number of new jobs _____

Average Hourly Wage _____

Support of Public Services

Anticipated Annual Taxable Sales
\$ _____

Increase in Property Value as a result of the
investment \$ _____

Project Timetable

Anticipated start date: _____

Anticipated completion date: _____

Anticipated date of business opening
(Where Applicable) _____

Project Name: _____

Business Name: _____

Please explain why this project meets one or more of the economic objectives established for redevelopment in Carson City.

The undersigned agree and represent that:

1. S/he has authority to make this application on behalf of the tenant or owner.
2. S/he has personal knowledge or information sufficient to make a materially correct response to the questions asked in this pre-application form, and that s/he knows or believes all matter stated herein to be true.
3. S/he understands that the awarding of incentive funds to any applicant is a discretionary act of the Carson City Redevelopment Authority and Board of Supervisors.
4. S/he understands that the information that the information provided by the applicant on this pre-application form shall become a matter of public record prior to approval by the Carson City Redevelopment Authority and Board of Supervisors.

Property Owner or Representative:

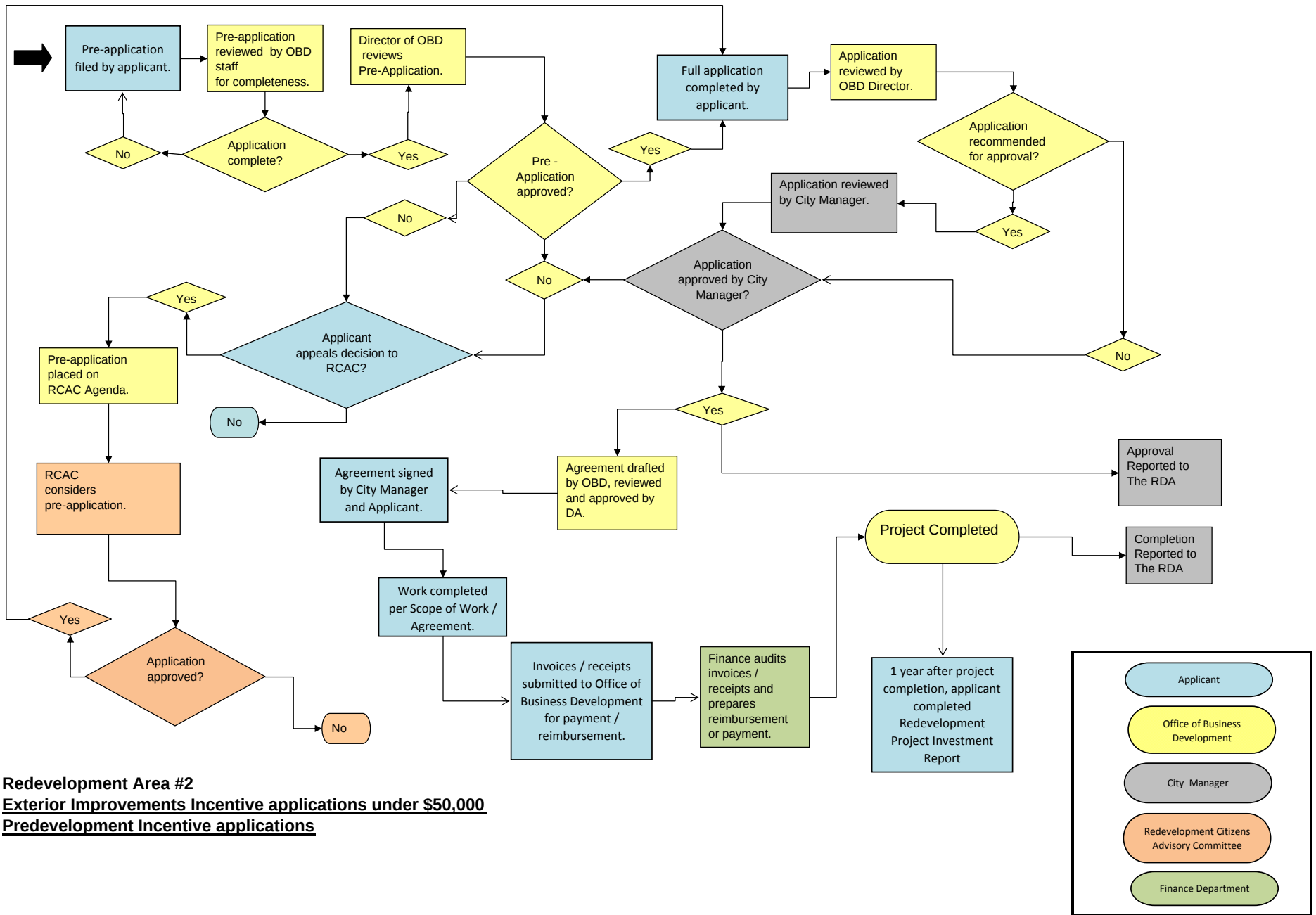
Signature: _____

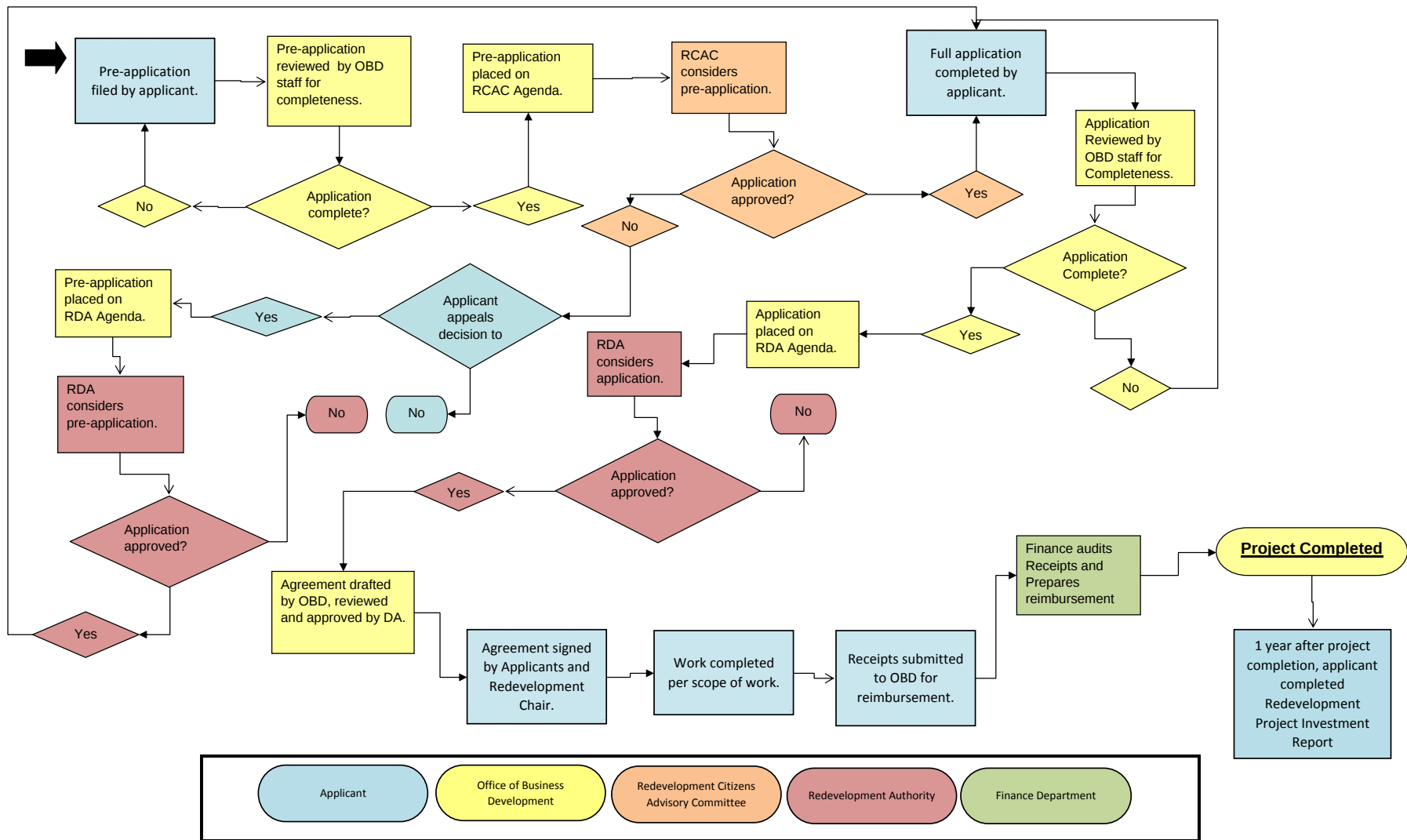
Print Name: _____

Tenant or Representative:

Signature: _____

Print Name: _____





Redevelopment Area #2
 Exterior Improvement Incentive applications over \$50,000
 Lease Assistance Incentive applications
 Land Cost Incentive applications

**Consolidated Municipality of Carson City
Office of Business Development**



Incentive Program Application

Name of Business:		Date:
Business Address		
Name of Tenant:		Phone Number
Address of Tenant:		Fax:
		E-mail:
Name of Property Owner		Phone Number
Address of Property Owner:		Fax:
		E-mail:
Incentive Program:	☐ Pre-Development Costs ☐ Exterior Improvements ☐ Tenant Improvements ☐ Rent Assistance ☐ Land Costs	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Project Name:		
Project Address / Location		Assessors Parcel Number:
Bldg Size:	Land Area:	

Project Description:			
Total Tenant / Property Owner Investments	Land Acquisition:	\$	
	Site Development Costs:	\$	
	Public Improvements:	\$	
	Building Costs (Hard):	\$	
	Soft Costs (Professional / legal, etc.)	\$	
	Other:	\$	
	Other:		
	Total	\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
	Total Property Owner Investment	Land Acquisition:	\$
Site Development Costs:		\$	%
Public Improvements:		\$	%
Building Costs (Hard):		\$	%
Soft Costs (Professional / legal, etc.)		\$	%
Other:		\$	%
Other:		\$	%
Total		\$	%
Total Estimated Project Cost		\$	
Total Incentive Funds Requested		\$	
Incentive as a % of total project		%	
Estimated Project Start Date			
Estimated Project Completion Date			
Do you have a Business Plan?		☐ Yes	☐ No
Number of years business has existed under current organization:			

Project Team:	Architect / Designer		
	Contractor		
	Attorney		
	Accountant		
	Project Manager		
	Construction Manager		
	Development Consultant		
Economic Impact Information	Anticipated Annual Payroll	\$	
	Anticipated Annual Sales Tax Collections	\$	
	Anticipated Increase in Property Value	\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Total Property Owner Investment	Land Acquisition:	\$	%
	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Submittals Checklist	Please submit where applicable:		
	Architects / Designer Proposal		
	Architects / Designer Renderings or Drawings		
	Project Budget Detail		
	Site Plan		
	Lease Agreement		
	Building / Project Elevations		

• Your project must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by Downtown Design Standards. • Construction documents describing your complete project must be submitted to the appropriate departments and agencies of the City for review and permitting prior to beginning work. In some cases, an architect and/or engineer must prepare these documents. All applicable permits must be obtained and all accompanying inspections must be successfully completed. • Shop drawing must also be submitted for review for all awnings, ornamental ironwork, and signs prior to beginning work.	
Acknowledgement of Application Provisions: ☐ I affirm that this project will not be initiated without written commitments and completed contract with the Consolidated Municipality of Carson City. ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common design principles for Downtown Carson City. ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement. ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City. ☐ If this project is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my property may be used in promotional materials for Downtown Carson City.	
Applicants Signature	Date:
*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement.	
(For Internal Use Only)	Date
Application Approved:	
Project Commenced:	
Project Completed:	
Reimbursement Request submitted to Finance Department	
Reimbursement remitted to Applicant	



Carson City Office of Business Development Redevelopment Investment Report

Project Name: _____

Project Location: _____

Project Description: _____

Incentive Program: _____

Incentive Amount: _____

Project Date: _____

Return on Investment (Direct) :

Private Investment: Property: _____

Improvements: _____

Equipment: _____

=====

Total Investment

Employment: Number of jobs created: _____

Average Hourly Wage: _____

Average total hour worked: _____

=====

Average annual payroll: _____

Tax Revenues

Annual sales taxes generated: _____

Increase in property tax: _____

=====

Annual local taxes generated: _____

Return on Investment (Indirect):

Synergies created in the area as a result of the project:

Social benefits of the project:

Aesthetic value / benefits of the project:

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #2**

Pre-Development Incentive Program

Purpose: The Carson City Pre-Development Costs Incentive Program (hereinafter referred to as “the Program”) is designed to encourage development of new businesses in the Redevelopment Area. The Program provides architectural and design assistance to applicants.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for architectural and design costs associated with establishing a new business on a site suitable for redevelopment.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #2 (South Carson Street). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-applications form. (See Attached) The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. The pre-application will be reviewed by the Director of the Office of Business Development. Upon approval by the Director, a complete application detailing the project, project scope, the cost of the work, the contractor performing the work, the time line for the work and the incentive requested from the Program will be completed. Once approved by the Director, a project agreement shall be completed and presented for approval by the City Manager. Upon approval and after execution of the Agreement, the incentive will be available for use for architectural and design services.

An applicant for the program whose pre-application is denied by the Director may chose to submit the pre-application to the Redevelopment Authority for their possible approval and direction to the Director to complete the application process.

Any incentives awarded by the Director and approved by the City Manager shall be reported to the Board of Supervisors and shall be deemed a matter of public record.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Expand existing auto sales activities.
 - Develop new “points” in auto sales.
 - Secure on-going business agreement with auto sales businesses.
 - Create synergy among auto sales business.
 - Fill vacant empty big box retail facilities.
 - Fill vacant store fronts.
 - Improve traffic circulation.
 - Improve signage.
 - Improve streetscapes.
 - Create jobs.
 - Increase property value.
 - Produce sales taxes.
 - Create capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic value created by the project.
- Addition to overall quality of the redevelopment area.

Funding: Funding level is limited to a minimum of \$5,000 to a maximum of 6% of total project costs up to a maximum grant of \$50,000.

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community. Any incentive that exceeds \$50,000 requires approval of the Redevelopment Authority.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2	100%
Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begin on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The City shall approve Program applicants prior to making any funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals.

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**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #2**

Exterior Improvements Incentive Program

Purpose: The Carson City Exterior Improvements Incentive Program (hereinafter referred to as “the Program”) is designed to encourage improvements to the appearance of businesses in Redevelopment Area #2 through a public / private partnership.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for façade, landscaping and signage improvements subject to City review and approval.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #2 (South Carson Street). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-applications form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. If the incentive request exceeds \$50,000, the pre-application will be reviewed by the Redevelopment Authority (RDA) and denied or considered after completion of a full application. The complete application must detail the project, project design, project scope, project cost, the contractor performing the work, the time line for the work and the incentive requested from the Program. The RDA will consider the application at an open meeting where it will be approved or denied. If the incentive request is less than \$50,000, the pre-application will be reviewed by the Director of the Office of Business Development. Upon approval of the pre-application by the Director, a complete application detailing the project, project design, project scope, project cost, the contractor performing the work, the time line for the work and the incentive requested from the Program will be completed and submitted to the Director for possible recommendation for approval of the City Manager. Once approved by the Redevelopment Authority (projects over \$50,000) or the City Manager, (projects under \$50,000), a project agreement shall be completed and executed. Upon completion of the project, the applicant may submit receipts for reimbursement up to the amount listed on the agreement.

Any incentives approved by the City Manager shall be reported to the Board of Supervisors and shall be deemed a matter of public record.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Expand existing auto sales activities.
 - Develop new “points” in auto sales.
 - Secure on-going business agreement with auto sales businesses.
 - Create synergy among auto sales business.
 - Fill vacant empty big box retail facilities.
 - Fill vacant store fronts.
 - Improve traffic circulation.
 - Improve signage.
 - Improve streetscapes.
 - Create jobs.
 - Increase property value.
 - Produce sales taxes.
 - Create capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic value created by the project.
- Addition to overall quality of the redevelopment area.

Funding: The funding level is based on to total size of the project but can not, in any case, exceed \$100,000. Up to 20% of the total project cost may be reimbursed.

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2 100%

Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begin on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The City shall approve all Program applicants prior to funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals. The City will make final approval after receiving a completed copy of the application.

Prior to receiving funding commitments, the project will be reviewed for consistency with all applicable codes, ordinances and regulations. Approved projects must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by the Program. All applicable permits must be obtained and all accompanying inspections must be successfully completed to receive reimbursement. If a project is selected for a grant, photographs of the property may be used in promotional materials for the Program.

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #2**

Lease Assistance Incentive Program

Purpose: The Carson City Rent Assistance Incentive Program (hereinafter referred to as “the Program”) is designed to encourage development of new businesses in the Redevelopment Area. The Program provides assistance in paying annual lease payments.

The Program: Carson City provides funds within levels established by the funding criteria to assist in the payment of annual leases new business. The incentive is paid over a specified time period in an amount not to exceed 20% of the sales taxes collected on behalf of Carson City as a result of the new businesses operations. The new business must agree to lease the property for a minimum of 5 years. However, as a condition of the Incentive, the redevelopment authority may require a lease period up to 15 years. In any case, any rent assistance shall not be paid for a period of one (1) year after the business opens for operations.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #2 (South Carson Street). The proposed new business must generate a minimum of \$100,000 in local sales taxes annually. Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-application form. (See Attached) The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan, and specifically in terms of generation of sales taxes. The pre-application will be reviewed by the Director of the Office of Business Development. Upon approval by the Director, a complete application detailing the project, project scope, the value of the lease, the estimated annual sales tax collections, the total amount of capital investment in the form of improvements and equipment proposed to be invested, the time line for the opening of the business and the amount of the incentive requested from the Program will be completed. Once approved by the Director, an incentive agreement shall be completed and presented for approval by the Redevelopment Authority. Upon approval and after execution of the Agreement, the incentive will be available for use towards the purchase of the property.

An applicant for the program whose pre-application is denied by the Director may chose to submit the pre-application to the Redevelopment Authority for their possible approval and direction to the Director to complete the application process.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Expand existing auto sales activities.
 - Develop new “points” in auto sales.
 - Secure on-going business agreement with auto sales businesses.
 - Create synergy among auto sales business.
 - Fill vacant empty big box retail facilities.
 - Fill vacant store fronts.
 - Improve traffic circulation.
 - Improve signage.
 - Improve streetscapes.
 - Create jobs.
 - Increase property value.
 - Produce sales taxes.
 - Create capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic value created by the project.
- Addition to overall quality of the redevelopment area.

Funding: The annual funding level is limited to an amount equal to annual local sales taxes generated by the new business multiplied by 20%. The initial annual payment shall not be available until a at least one (1) year after the business is opened and is collecting sales taxes on behalf of Carson City.

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is awarded monthly and will only be provided if the level of local sales taxes generated exceeds the amount specified in the agreement. Repayment of any incentives actually awarded may also be required to be repaid within the specific terms of the Agreement between the applicants and the Redevelopment Authority.

City Participation: The City shall approve Program applicants prior to making any funding commitments. Funding commitments shall be in writing for a specified amount and time period. To determine project eligibility t, the City must receive a copy of the completed Program application including proposed project, lease terms, sales tax projections and investment information.

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #2**

Land Cost Incentive Program

Purpose: The Carson City Land Cost Incentive Program (hereinafter referred to as “the Program”) is designed to encourage the development of new businesses and the expansion of existing businesses in the Redevelopment Area. The Program provides assistance in purchasing property for the expansion of a business or for the establishment of a new business.

The Program: Carson City provides funds within levels established by the funding criteria to assist with the purchase of property where such purchase is necessary for the creation or expansion of a new business.

Eligibility: The Program is open to persons investing in Redevelopment Area #2 (South Carson Street). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-applications form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. The pre-application will be reviewed by the Redevelopment Authority. Upon approval of the pre-application by the Redevelopment Authority, a completed application detailing the project (including business plan), project design, project scope, project cost, land costs, the contractor performing the work, the time line for the work and the incentive requested from the Program will be completed and submitted to the RDA for their approval or denial.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

- Meets at least one of the following Redevelopment Objectives:
 - Expand existing auto sales activities.
 - Develop new “points” in auto sales.
 - Secure on-going business agreement with auto sales businesses.
 - Create synergy among auto sales business.
 - Fill vacant empty big box retail facilities.
 - Fill vacant store fronts.

- Improve traffic circulation.
- Improve signage.
- Improve streetscapes.
- Create jobs.
- Increase property value.
- Produce sales taxes.
- Create capital investment.

- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic value created by the project.
- Addition to overall quality of the redevelopment area.

Funding: The funding level is based on to total size of the project but can not, in any case, 50 percent (50%) of the appraised value of the property.

The Redevelopment Authority reserves the right to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 3	100%
Year 5	80%
Year 7	60%
Year 9	40%
Year 11	20%

The time period listed above begin on the date the proposed property is purchased, but not later than the one year anniversary of the date of this agreement.

City Participation: The City shall approve all Program applicants prior to funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals, and land appraisals. The City will make final approval after receiving a completed copy of the application.

Prior to receiving funding commitments, the project will be reviewed for consistency with all applicable codes, ordinances and regulations. Approved projects must conform

to all applicable codes, ordinances, and regulations as well as the common design principles established by the Program. If a project is selected for a grant, photographs of the property may be used in promotional materials for the Program.

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