A regular meeting of the Carson City Redevelopment Authority Citizens Committee was scheduled for 5:30 p.m. on Wednesday, March 9, 2005 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Robin Williamson

Mike Cowan Stan Jones Janice Shafer Gigi Valenti Jim Wallace

STAFF: Joe McCarthy, Economic Development / Redevelopment Manager

Kathleen King, Recording Secretary

NOTE: A tape recording of these proceedings is on file in the Clerk-Recorder's Office, and is available for review during regular business hours.

- **A. CALL TO ORDER, DETERMINATION OF QUORUM** (1-0007) Chairperson Williamson called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Zola and Members Block and Bruce were absent.
- **B. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS** (1-0016) None.
- C. REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE:
- C-1. DISCUSSION REGARDING CHAIR AND STAFF REPORT AN UPDATE ON DOWNTOWN PROJECTS AND INITIATIVES, A REVIEW OF THE BOARD OF SUPERVISORS GOALS AND CRITICAL ISSUES, AND A SUMMARY OF THE COMPREHENSIVE MASTER PLANNING PROCESS (1-0024) Mr. McCarthy reviewed the agenda materials pertinent to this item. Chairperson Williamson discussed a recent visit to Fort Collins, Colorado, where the redevelopment director emphasized the importance of the municipality contributing to infrastructure improvements and of working in partnership with the municipality. Chairperson Williamson acknowledged that infrastructure improvements would be included in the City's capital improvements plan. In response to a question, she advised that this Committee could submit a priority list to be included in the public works budget. Mr. McCarthy responded to questions regarding the City's budget process.

Mr. McCarthy reviewed details of the Downtown Improvements Critical Issues included as part of the 2005/2006 Board of Supervisors Goals. He discussed recent changes in downtown Fort Collins, Colorado, including main street parking, the migration of a mix of several hundred businesses, and inclusion of residential uses, particularly resident-owned condominium properties. He reiterated the messages from the redevelopment staff in Fort Collins, Colorado: use limited incentive funding to continue to grow the business community, not for infrastructure improvements; develop a downtown business association staffed by professionals; and focus on destination marketing and events.

Mr. McCarthy reviewed the redevelopment budget, including a supplemental request for \$100,000 per year over a five-year period to serve as a "public works kitty" for projects such as extending the lighting along

Carson Street, installing lights in front of the Ormsby House, and other, smaller projects. In addition, a supplemental request was submitted to contract with Jeff Winston & Associates, which did the design work for West Colfax in Denver, Colorado. He described the design process by which Winston & Associates provides visuals and the associated costs for accomplishing the design.

In response to a question, Mr. McCarthy advised he has been awaiting a scope of work on the parking study. Rather than continuing to wait, however, the firm which developed the State's parking master plan will be hired. In response to a further question, Mr. McCarthy suggested that redevelopment may have to supplement the cost of the parking study. In the meantime, Chairperson Williamson advised of having spoken with Parking Officer Technician Frank Rahm about downtown parking issues. Mr. Rahm expressed the opinion that, except for special events and weekday lunch times, "we don't have a parking problem." Chairperson Williamson reviewed available parking as described to her by Mr. Rahm. She advised that the Fort Collins redevelopment staff emphasized the importance of combining a development project with a parking structure. Member Wallace inquired as to the status of the Board of Supervisors Goal #10, "Begin planning to accommodate additional parking downtown," and discussion took place with regard to the same. In response to a question, Chairperson Williamson described the development design for the State buildings to be constructed on Stewart Street. She advised of discussions with State Public Works Director Dan O'Brien regarding downtown parking and activity centers. Member Jones suggested that the Committee decide not to be concerned over downtown parking, and discussion followed. Member Wallace agreed with the comments, but suggested not "divorcing ourselves from the process of making decisions over the downtown area." The Committee members agreed.

In response to a question, Mr. McCarthy and Chairperson Williamson provided background information on the \$1.2 million set aside for the parking garage. Member Cowan expressed agreement with previous comments, and concern over the community's perception of the Committee's actions. Chairperson Williamson clarified that the bond proceeds were designated for downtown capital improvements, and not to any specific project. Mr. McCarthy noted that a number of the Board of Supervisors are supportive of a parking structure. Chairperson Williamson discussed the requirement for partners in order to build a parking structure.

Mr. McCarthy discussed public meetings associated with the Citywide master plan update, and reviewed the three proposed scenarios included in the agenda materials. He advised that the master plan consultants recommended blending a parking study with the master plan design. He commented that parking potentially becomes a conversation which distracts from the larger issues.

Mr. McCarthy reviewed the staff report and the Project Area No. 1 budget included in the agenda materials. Member Wallace requested staff to agendize discussion regarding development of a downtown business association. Mr. McCarthy advised that he had submitted a supplemental request to hire a consultant, who would assist in developing a downtown business association. Member Wallace suggested that the Committee members are qualified to develop a downtown business association.

(1-0661) Don Smit advised of having served as a City Councilman and as chair of the Tri-County Development Association in Winnemucca at the time the freeway was extended around Lovelock, Winnemucca, Battle Mountain, and Elko. He advised that Lovelock lost 80% of their downtown business; Winnemucca lost 40% and took over 15 years to recover; Battle Mountain "almost dried up"; and Elko lost 20%. He suggested consulting some of the people who are still living in those communities.

Member Jones requested to hear the presentations for items C-2 and C-3, but to defer action until the Committee can further refine the incentive program criteria.

(1-1781) Mr. McCarthy advised he would agendize discussion of the downtown business association for the April meeting. Discussion took place with regard to the same, and with regard to planning for completion of the freeway bypass. Mr. McCarthy responded to questions regarding the status of the street light installation, and discussion took place regarding available funding.

C-2. ACTION REGARDING REDEVELOPMENT INCENTIVE FUNDING REQUEST BY JOYCE HARRINGTON, OWNER / PROPRIETOR, FOR THE BLISS BUNGALOW, 408 WEST ROBINSON STREET (1-0725) - Mr. McCarthy introduced Ms. Harrington, and provided background information on her acquisition and remodel of the Chartz House. Chairperson Williamson advised of having attended the Historic Resources Commission meeting at which Ms. Harrington's project and the project which is the subject of item C-3 were presented. She commented on the unforeseen expenses often associated with remodeling historic structures.

Ms. Harrington reviewed improvements to the Chartz House, including electrical, plumbing, appliances, etc. She advised that the Bliss Bungalow will have five rooms, one of which will be ADA compliant. She discussed plans to demolish the garage to accommodate ADA access from the back of the house. She explained that the Bliss Bungalow is designed to be a less expensive inn than the Bliss Mansion in order to accommodate business people. Wireless internet and video conferencing capabilities will be available. Ms. Harrington discussed her investment in the remodel project.

Member Wallace inquired as to the definition of a fixture within the incentive program criteria. Mr. McCarthy explained that the definition has to do with items which are permanently affixed to the property. He advised that, over the years, the Committee has not wanted to fund portions of projects which don't have to do with permanent fixtures. Member Shafer provided the Building Code definition of a fixture. In response to a question, Ms. Harrington advised that \$1,200 of the \$29,000 masonry cost was associated with redoing the porch. In response to a question, Ms. Harrington discussed her dealings with the Historic Resources Commission ("HRC"). Mr. McCarthy explained the role and purpose of the HRC. In response to a further question, Ms. Harrington discussed the original design of the porch and the revisions made at the direction of the HRC.

Mr. McCarthy advised that the incentive program mandatory criteria had been met, and that relative criteria is at the discretion of the Committee. Ms. Harrington responded to questions regarding the average occupancy rate of the Bliss Mansion, and her expectations for the Bliss Bungalow.

Member Jones moved to defer action on this item. He expressed appreciation for Ms. Harrington's investment, and discussed the need to further clarify how to disburse the available funding. In response to a question, Member Jones explained the intent of his motion was to defer action until the Committee can further define a plan for disbursement of the incentive program funding. Member Cowan seconded the motion. Motion carried 5-1.

C-3. ACTION REGARDING REDEVELOPMENT INCENTIVE FUNDING REQUEST BY BRET ANDREAS, STATE FARM INSURANCE, FOR THE OFFICE EXPANSION / RENOVATION AND IMPROVEMENT UPGRADES TO THE PROPERTY AT 810 NORTH NEVADA STREET (1-1047) - Mr. McCarthy provided background information on this item. Mr. Smit provided background information on the Andreases and their acquisition of the property on the northeast corner of Washington and Division Streets. He reviewed details of the project, and circulated photographs of the property and adjacent sidewalks. He advised that the Andreases' intent was to spend approximately \$75,000 in addition to the \$840,000 required to purchase the property. He explained that Mrs. Andreas misunderstood the incentive program process and that the incentive funding application should have been "running parallel with the HRC application." He advised that the Andreases have spent approximately \$235,000 with an additional \$84,000 needed to complete the project. He reviewed the \$38,000 incentive funding request included in the agenda materials. The Committee members commended Mr. Smit on the project.

Discussion took place regarding the City's 50/50 sidewalk program, the provisions of the incentive program, and the importance of agendizing discussion and action to further clarify the incentive program criteria in the near future. Chairperson Williamson responded to questions regarding the anticipated time frame for making a decision on this item, and discussion took place with regard to the same.

(1-1450) Mr. Smit discussed the importance of timing for construction schedules. He suggested scheduling workshops in November and December in order to avoid holding up development projects.

Discussion took place with regard to scheduling the special meeting, and consensus of the Committee was Tuesday, March 29th. Member Cowan requested that items C-2 and C-3 be reagendized for the April Committee meeting, and that any materials for additional projects to be presented at that meeting be provided at least thirty days prior to the meeting. Mr. Smit thanked Mr. McCarthy for accommodating submission of his application. Member Jones moved to defer action on this item. Member Cowan seconded the motion. Motion carried 5-1.

- C-4. PRESENTATION BY SUE NEWBERRY, MUSCLE POWERED, "TRAILS TO THE FUTURE," EMPHASIZING ECONOMIC BENEFIT OF HOW A TRAIL SYSTEM WORKS IN HARMONY WITH STREETS AND SIDEWALKS TO ADD TO PEDESTRIAN FOOT TRAFFIC; DISCUSSION TO FOLLOW (1-1664) Deferred.
- C-5. ACTION REGARDING THE CHRISTMAS ORNAMENT WORK GROUP REPORT (1-0710) Ms. Harrington gave permission for the Committee to use the Bliss Mansion as the 2005 Christmas ornament. (1-1668) Chairperson Williamson advised that Fred Nietz will photograph the Bliss Mansion and begin developing the order. She further advised that 2004 ornaments are still available. She discussed a suggestion to include historic tags with the ornaments. Member Valenti advised of discussions with Vice Chairperson Zola to include historic information on the Redevelopment website. Member Jones suggested providing historic information to every retailer, who could then provide copies to interested buyers. He emphasized the importance of not adding expense to the ornaments.

In response to a question, Chairperson Williamson advised that St. Peter's Episcopal Church sold all their ornaments. Discussion took place regarding ornaments available at various shops, including Sugar Pine Cove and Purple Avocado. Chairperson Williamson circulated items she purchased in Fort Collins.

D. ACTION ON ADJOURNMENT (1-2038) - Member Valenti moved to adjourn the meeting at 7:15 p.m. Member Jones seconded the motion. Motion carried 6-0.

The Minutes of the March 9, 2005 meeting of the Carson City Redevelopment Authority Citizens Committee are so approved this 25th day of October, 2005.

ROBIN L. WILLIAMSON, Chair