

**RENAISSANCE ZONE AUTHORITY
MEETING MINUTES
April 16, 2013**

The Bismarck Renaissance Zone Authority met on April 16, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5th Street.

Authority members present were Kevin Magstadt, Chuck Huber, Jim Christianson, Brenda Smith and Curt Walth.

Authority member George Keiser was absent.

Technical advisors Jeff Ubl and Bruce Whittey were present.

Staff members present were Jason Tomanek (Planning), Charlie Whitman and Hilary Balzum (Planning).

Guests present included Kalis Heiser, Richard Bohrer, Ann Farrell, Morgan Andenas and Beth Nodland.

CALL TO ORDER

Chairman Walth called the meeting to order at 4:00 p.m.

MINUTES

The minutes of the March 19, 2013 meeting were distributed with the agenda packet.

MOTION: A motion was made by Authority Member Christianson and seconded by Ms. Smith to approve the minutes of the March 19, 2013 meeting as received. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith and Walth voting in favor.

CORE INCENTIVE PROGRAM PROJECTS – PUBLIC HEARING

A. 122 North Mandan Street – CORE Technical Assistance Bank

Mr. Tomanek gave an overview of the request by One Source Lighting, Inc. for assistance from the Technical Assistance Bank, a CORE Incentive Program, to secure architectural services for exterior façade improvements including new energy efficient windows, entrance doors, main entrance design and condition assessment and recommendations for face brick restoration on the north and east facades of the building. The applicant has requested to work with Richard Bohrer with Architectural Concepts, Inc.

Mr. Tomanek listed the following findings for the proposed CORE Incentive Program Project:

1. The building is located within the Downtown Tax Increment Financing District.
2. Technical Assistance Bank grant funds may be used to secure professional architectural and engineering services to assist with feasibility studies, the preliminary review and design assistance, renovation vs. restoration opinions, renovation for reuse studies, site selection assistance, preliminary cost estimates, code analysis, landscape improvements and graphic design. The grant amount for an architect is limited to 30 hours of work with a rate of \$110.00 per hour, and a total dollar amount not to exceed \$3,300. Applicants will be responsible for a 25% matching contribution; the total grant amount for architectural services shall not exceed \$2,475. Other technical service grant funds are limited to a total of 70 hours of professional service, not to exceed \$7,700. Applicants will be responsible for a 25% matching contribution; the total grant amount for engineering services shall not exceed \$5,775. Applicants will be responsible for a 25% matching contribution. At this time the finite dollar amount has not been established due to the fact that design work will not commence until the final approval from the Board of City Commissioners has been received.

Mr. Tomanek said that based on the above findings, staff recommends approval of the request for a Technical Assistance Bank grant, which would allow the applicant to procure the services of a licensed architect to assist with a feasibility study, preliminary review and design assistance, renovation vs. restoration opinions, renovation for reuse study, site selection assistance, preliminary cost estimating, code analysis, landscape improvements and graphic design. The maximum grant amount of \$2,475.00 is based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant.

Mr. Tomanek went on to say the building is considered a historical structure located in the historical district and asked Mr. Bohrer what the long term plan is for the building.

Mr. Bohrer said that as of now they want to replace all of the single pane windows.

Mr. Tomanek said the property at one time was a garage used by International Harvester and that the applicant is One Source Lighting, not the building owner, however it is acceptable for the occupant of the property to apply for the grant.

Mr. Christianson asked if the technical assistance statements in the staff report are from the CORE policies and Mr. Tomanek said they are and that they are the original policies adopted in 2006.

Ms. Smith asked what the condition of the building is on the two sides not involved in the grant request and Mr. Bohrer said that they need some brick work but that the request right now is just for the north and east sides.

MOTION: Based on the findings included in the staff report, a motion was made by Ms. Smith and seconded by Mr. Magstadt to recommend approval of the request to

allow a grant up to \$2,475.00 based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant and a Technical Assistance Bank grant. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith and Walth voting in favor.

RENAISSANCE ZONE BOUNDARY MODIFICATION DISCUSSION

A discussion was held regarding the Renaissance Zone boundary modification. Mr. Tomanek started by explaining that Block 61, Original Plat is primarily residential with the exception of a skate shop and the owner of it has not brought any plans forward regarding improvements to be made. He said after visiting with the North Dakota Department of Commerce he has found that the two yellow blocks indicated on the map provided can stay but they will not be counted towards the total number of blocks and it would not create an island so there is no immediate reason to add Block 61 just to get to the block on the other side. He then said there is a public hearing scheduled at the April 23rd meeting of the Bismarck City Commission but that the item can be pulled based on the decision made today.

Mr. Christianson asked if a block is dropped that has not done any projects, can it be put back in and Mr. Tomanek said he doesn't believe so and that once they are removed then they are considered complete and cannot be put back into the Renaissance Zone.

Chair Walth said that if the interest to make improvements is not there then there is no reason in keeping them in.

MOTION: Based on the findings included in the staff report, a motion was made by Mr. Christianson and seconded by Ms. Smith to delete the two southeast blocks and the two southwest blocks and to add Block 51, 59 and the Main Ave blocks as shown on the map created and provided by staff. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith and Walth voting in favor.

CORE Incentive Programs – Policy and Guidelines Discussion

The Authority discussed a memo prepared by Mr. Tomanek relating to policy and guidelines of the CORE Incentive Program. Chair Walth said the best way may be to discuss each area of concern one at a time and clarify what changes need to be made.

Each of the program policies was discussed and the comments made are italicized under each discussion item and attached as Exhibit A.

Mr. Tomanek said that the CORE Incentive Program guidelines have been reformatted and updated in draft format. Chair Walth noted the proposed reformatting and updating will be discussed at the May meeting.

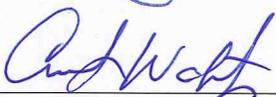
ADJOURNMENT

There being no further business, Chairman Walth adjourned the meeting of the Bismarck Renaissance Zone Authority at 5:30 p.m.

Respectfully Submitted,



Hilary Balzum
Recording Secretary



Curt Walth
Chair

CORE Incentive Program Policies

At the February 19, 2013 meeting of the Renaissance Zone Authority a brief discussion was had regarding the need to consider updates to the policies and guidelines affiliated with the CORE Incentive Program based on previous projects, experiences and lessons learned. The following information relates to various past projects and potential scenarios to consider in the future. The items below were discussed during the April 17, 2013 meeting. The general consensus of the Renaissance Zone Authority has been italicized below each item.

A. Façade & Signage Grant

1. When a building has multiple facades, may the owner/applicant request additional funds to help with improvements to additional facades beyond the main façade? Previously, it was the opinion of Technical Advisor Tvenge that a building has only one façade and that would typically be the primary façade of the building and often time the primary street address of the property. *Any façade adjacent to the street side would be eligible. If one side of the building is renovated, all street-sides must be in generally good condition. Visible signs of blight, deterioration or disrepair must be addressed. Two street frontages would have to designate a primary façade and a secondary façade; the grants should be tiered accordingly. The grant amount available would be discretionary and "up to" double the amount available for one façade.*
2. Are multiple bids/estimates required for all façade improvement projects? *Yes.* What if an applicant has a preference to work with a specific contractor and said contractor is not the lowest bid/estimate? *The amount of the grant is based on the lowest comparable bid provided. Any amount above the lowest comparable bid would be the responsibility of the applicant.*
3. When considering a façade grant request, which items must the applicant address? *All building elevations/stories must be adequately addressed and all elements within must be part of the overall renovation project.*
4. Can an applicant renovate a portion of a façade and leave other portions as-is? *No.* In particular, when addressing a first floor façade, must the additional floors be renovated to complement the first floor design? *Yes. A holistic approach to the renovation must be addressed.*
5. How should a signage request be handled when the applicant provides three bids/estimates from three different sign companies but the companies each bid unique or different signs? *Signage grant requests will only be considered when part of an overall façade or building renovation project.*
6. Should the original 2006 grant amounts be adjusted to 2013 construction rates? The maximum grant for signs and awnings is \$3,000 and the maximum grant for façade improvements is \$25,000. *The grant amount would be 50% of a total project cost, up to \$30,000 (\$60,000 total project cost). If the building lies on a corner, with two facades, the maximum grant amount would be \$60,000 (\$120,000 total project cost). The cost of*

signage will be considered as a portion of the overall cost and part of the grant amount determined.

B. Housing Incentive Grant

1. Is the 20% reimbursement grant, which is limited to \$70,000, considered for an entire apartment/condo building or is the 20% reimbursement grant per unit? *The maximum grant amount for single, two and three-family homes remains at \$70,000. Multi-family dwellings, four units and up, are eligible for a grant up to \$100,000.*
2. Would three bids/estimates be required for this program? *Yes.*
3. What specific housing improvements are eligible for the grant? *Capital improvements only.* Are appliances eligible or are the improvements capital improvements only? *No.*
4. The current grant and percentage amount have not been modified since the original 2006 program language was adopted. Should the grant limit be increased? *The maximum grant amount for single, two and three-family homes remains at \$70,000. Multi-family dwellings are eligible for a grant up to \$100,000.*

C. Sidewalk Subsurface Infill Grant

1. Is an applicant responsible for paying for water/sewer connections or reconnections to a property if the removal of the vault area requires the services lines be removed, relocated or disconnected? *If removal of the water and/or sewer lines is required by the project, the City of Bismarck will cover ½ of the cost of the reconnection and the developer would be required to cover ½ of the reconnection fees incurred.*

D. General Considerations

1. Should there be an annual limit or cap on the total amount of grant funds that are available for each program? For example, limit the total amount of signage funds to \$15,000/5 signs in one calendar year. *Staff will need to provide information on the number of projects that were completed each year. The Renaissance Zone Authority will provide a recommendation, based on the number of projects completed by year, to set aside as funds for the CORE Incentive Programs as part of the City's annual budget.*
2. Are there any other improvements that could be considered for the CORE Incentive Programs? For example, landscaping or streetscape elements. *None at this time.*
3. Are non-profit organizations and businesses eligible to apply for assistance through the CORE Incentive Programs? *No.*