

**RENAISSANCE ZONE AUTHORITY  
MEETING MINUTES  
March 19, 2013**

The Bismarck Renaissance Zone Authority met on March 19, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5<sup>th</sup> Street.

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

Authority members George Keiser and Curt Walth were absent.

Technical advisor Jeff Ubl was present.

Technical advisor Bruce Whittey was absent.

Staff member present was Jason Tomanek (Planning).

Guests present included Kate Herzog (Downtowners), Dawn Kopp (Downtowners), Morgan Andenas (JLG Architects), Karlis Heiser, John Morrison (NodMor, LLC), Beth Nodland (NodMor, LLC) and Dwight Barden.

**CALL TO ORDER**

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

**MINUTES**

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

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

**CORE INCENTIVE PROGRAM PROJECTS – PUBLIC HEARING**

**A. 317 & 319 South Mandan Street – CORE Technical Assistance Bank**

Mr. Tomanek gave an overview of the request by NodMor, LLC. for assistance from the Technical Assistance Bank, a CORE Incentive Program, to secure architectural and engineering services for a vacant 3,920 square foot, cold-shell building with no electrical, plumbing, or HVAC systems in place. Professional services include preliminary development review assistance, building condition assessment (including structural, mechanical, electrical, etc.), façade improvement concepts, accessibility improvements, site improvements to correct drainage problems, preliminary cost estimates, code analysis and graphic design. The applicant has

requested the ability to work with James Devine, J2 Studio, Architecture + Design, PC. J2 Studio, Architecture + Design would not be able to provide professional engineering services for the mechanical, HVAC or electric systems; however, the work could be handled through sub-consultants in conjunction with the work performed by the architect.

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.

Staff also recommends approval of the additional request for a Technical Assistance Bank grant, which would allow the applicant to procure the services of licensed engineers to assist with a building condition assessment (including structural, mechanical, electrical, etc.), accessibility improvements, site improvements to correct drainage problems, preliminary cost estimates and code analysis.

It was noted by Mr. Ubl that it would be valuable to have structural, electrical and mechanical components in place. Mr. Christianson said the Technical Assistance Bank could be maximized between the architectural and engineering services with approximately 30 hours of design and 70 hours of other technical services.

**MOTION:** Based on the findings included in the staff report, a motion was made by Mr. Magstadt and seconded by Ms. Smith to grant the maximum grant amount of \$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 and Smith voting in favor.

### **RENAISSANCE ZONE BOUNDARY MODIFICATION DISCUSSION**

A discussion was held regarding the potential Renaissance Zone boundary modification. Mr. Tomanek provided an overview of the feedback the Planning Division received from property owners that were sent letters seeking input on the proposed modification. Mr. Tomanek noted that the Planning Division sent letters to owners in areas being considered to be added to the Zone and property owners that currently have property within the Zone that is being considered to be removed due to a lack of projects or a completion of the overall block. The general consensus of the Authority members present would be to remove blocks 3, 2A, 6A, 7A and 11A from the existing boundary for a total of five blocks. The potential new blocks would include two blocks along the south side of Main Avenue adjacent to the Renaissance Zone boundary along the east side of 9<sup>th</sup> Street extending to Airport Road and three blocks as an island that are described as Block 51, 59 and 61, Original Plat. It was discussed to e-mail Authority Member Keiser and Chairman Walth to let them know of the changes and to ask Chair Walth if he would like to have a special meeting or an early start of the April meeting.

### **CORE INCENTIVE PROGRAMS DISCUSSION**

The general consensus of the Authority Members present was to continue the discussion until such time as all members of the Renaissance Zone Authority are present.

### **ADJOURNMENT**

There being no further business, Vice Chairman Huber adjourned the meeting of the Bismarck Renaissance Zone Authority at 4:40 p.m.

Respectfully Submitted,

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Hilary Balzum  
Recording Secretary

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Curt Walth  
Chair