

**MINUTES OF THE MEETING**  
**URBAN REVITALIZATION AGENCY**  
**May 25, 2021**

**MEETING WAS HELD IN PERSON AND BY PHONE CONFERENCE**

1. **CALL TO ORDER AND ROLL CALL** – Dale Mahugh called the meeting to order at 8:30 a.m.

**MEMBERS PRESENT:** Dale Mahugh, Stephen Coe, Robert Brown, Kevin Patrick and Bob Worley (all Board Members were present in person)

**MEMBERS ABSENT:** All Present

**STAFF PRESENT:** Karen Byrnes, Director (in person), Brianne Downey (in person), and Susan Powell (in person)

**CONSULTANT:**

**GUESTS:** Mary McCormick, Historic Preservation Officer (in person); Holly Carpenter, BLDC (by phone); Mike Potts (in person); Shanna Adams (in person); Cindy Shaw, Commissioner (in person); Walker Christiansen (in person); Gabe Preston (in person); Crystal Herzog (in person); Paul Filicetti (in person)

**APPLICANTS PRESENT:** Shelly Cleverly and Pat Holland, Applicant (in person); Kelly Craft, Applicant (in person); Britney and Riley (representing Applicant – in person); Carrie Fisher, Applicant (in person); Casey Rose, Applicant (by phone); and Jeff Francis, Applicant (by phone)

2. **APPROVAL OF MINUTES**

Bob Worley made a motion that was seconded by Robert Brown to approve the minutes from the April 27, 2021, meeting with the correction by Bob Worley on page 2 in paragraph 3 to change rally to round. The motion carried unanimously.

3. **APPROVAL OF MINUTES OF SPECIAL MEETING**

Stephen Coe made a motion that was seconded by Bob Worley to approve the minutes from the Special Meeting on May 13, 2021. The motion carried unanimously.

4. **FINANCIAL REPORT**

A copy of the Financial Report is made part of these minutes.

Brianne Downey, URA Financial and Project Manager, went over the Financial Reports with the URA Board.

Robert Brown made a motion that was seconded by Stephen Coe to accept the Financial Report as presented. The motion carried unanimously.

**5. DIRECTOR'S REPORT**

Karen Byrnes stated that we are very busy, we got a lot of interest, a lot of inquiries about our community in all areas. Our office implemented a metric tracking sort of system this week of how much contact we do have with inquiries, emails, calls, walk ins, just so that we can kind of understand where everything is coming from and where we are referring people to. We are going to do it for a month and then evaluate our results and then probably keep doing it for a few months after that. We are working on implementing some new programs within Community Development, they will be focused on revolving some funds out into the community for projects in neighborhoods, specific things related to housing and beautification and other things like that outside of our District boundaries. Those areas do not necessarily have the ability to apply for tax increment funding through any of our existing programs. More to come on that.

**6. GRANT REQUEST**

**a. 316 West Park Street – Mother Lode Theatre**

Roof  
Project Cost - \$60,500.00

The Applicant, Shelly Cleverly and Pat Holland, were present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the building roofing. The roof will be a Kevlar fabric-reinforced membrane restoration system to be placed over the existing roof at the theatre. The Applicant has provided all necessary documentation within the application. The Applicant has also approval from the Historic Preservation Officer.

URA Staff recommended funding in the amount up to \$15,125.00 or 25% of the eligible cost.

Bob Worley made a motion that was seconded by Robert Brown to approve a 25% grant in the amount up to \$15,125.00 to the Mother Lode Theatre for partnership on the building roofing at 316 West Park Street. The Applicant has received approval from the Historic Preservation Officer. The motion carried unanimously.

**b. 319 North Montana Street – Scott Jones**

Retaining Wall  
Project Cost - \$5,500.00

The Applicant, Scott Jones and Kelly Craft, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the repair and replacement of an existing retaining wall. The retaining wall is along the south side of the property. The Applicant has provided all necessary documentation within the application.

URA Staff recommended funding in the amount up to \$1,375.00 or 25% of the eligible cost.

Robert Brown made a motion that was seconded by Kevin Patrick to approve a 25% grant in the amount up to \$1,375.00 to Scott Jones and Kelly Craft for the repair and replacement of an existing retaining wall along the south side of the property at 319 North Montana Street. The motion carried unanimously.

**c. 201 South Montana Street – Teresa O’Keefe and Mark Giacoletto**

Exterior Improvements  
Project Cost - \$64,067.40

The Applicant was represented by Britney Rundle and Riley at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the exterior improvements to the building. New sidewalk will be replaced on the north and east side of the building along with 26 Milgard new windows of various size. The Applicant has provided all necessary documentation within the application. The Applicant has also received tentative approval from the Historic Preservation Officer.

URA Staff recommended funding in the amount up to \$19,116.85 or 25% of the eligible cost of the windows and 50% of the sidewalk cost.

Stephen Coe made a motion that was seconded by Bob Worley to approve a 25% grant for 26 Milgard new windows of various size and a 50% grant for new sidewalk on the north and east side of the building in the amount up to \$19,116.85 to Teresa O’Keefe and Mark Giacoletto at 201 South Montana Street. The Applicant has received tentative approval from the Historic Preservation Officer. The motion carried unanimously.

**d. 140 West Park Street – Stephen’s Block Properties, LLC – Carrie Fisher**

Interior Improvements  
Project Cost - \$52,908.00

The Applicant, Carrie Fisher, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the interior improvements to the commercial building. The improvements include new electrical and plumbing rough in along with architectural fees associated with building permit requirements. The Applicant has provided all necessary documentation within the application.

URA Staff recommended funding in the amount up to \$13,227.00 or 25% of the eligible cost.

Kevin Patrick made a motion that was seconded by Stephen Coe to approve a 25% grant in the amount up to \$13,227.00 to Carrie Fisher, Stephen's Block Properties, LLC, for new electrical and plumbing rough in along with architectural fees associated with building permit requirements at 140 West Park Street. The motion carried unanimously.

**e. 423 South Dakota Street – RCR Investments, LLC – Casey Rose**

Property Redevelopment  
Project Cost - \$34,952.00

The Applicant, Casey Rose, was present at the meeting by phone. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the redevelopment of the 4-plex apartment building. Improvements include rebuilding the front and back porches, along with electrical and plumbing rough in to the upper two units. The Applicant has provided all necessary documentation within the application. The project was approved by the Historic Preservation Commission in 2018.

URA Staff recommended funding in the amount up to \$8,738.00 or 25% of the eligible cost.

Robert Brown made a motion that was seconded by Kevin Patrick to approve a 25% grant in the amount up to \$8,738.00 to Casey Rose, RCR Investments, LLC, for redevelopment of the 4-plex apartment building. Improvements include rebuilding the front and back porches, along with electrical and plumbing rough in to the upper two units at 423 South Dakota Street. The project was approved by the Historic Preservation Commission in 2018. The motion carried unanimously.

**f. 39 East Park Street – Jeff Francis**

Exterior Improvements  
Project Cost – \$105,500.00

The Applicant, Jeff Francis, was present at the meeting by phone. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the exterior improvement of the commercial building. Improvements include framing and filling the vaulted sidewalk, new storefront, and awning repairs. The Applicant has provided all necessary documentation within the application. The project is contingent on the review of the Historic Preservation Officer.

URA Staff recommended funding in the amount up to \$57,302.00 or 25% of the eligible cost of the façade and 90% of the sidewalk cost.

Karen Byrnes explained in case this is a question in your minds that we have gone to the 90% two times in the recent past, once with Richest Hill Casino for their vaulted sidewalk and then once for the Mai Wah Museum, just for your knowledge. Our guidelines allow you to request the 90% and it is up to the Board to make the decision. The Board asked Jeff Francis if there is a public safety and engineering issues. Jeff Francis answered that there certainly is a public safety issue with the sidewalk, it is dropped about an inch and a half down on the east side and also once you go underneath it you can see where some of the supports are starting to crumble. Jeff stated that the sidewalk is definitely an imminent issue that needs to be dealt with quickly. Bob Worley stated that he would like to stay with the 50% grant. The URA Board had a discussion on the cost of this project.

Karen Byrnes recommended to hold this project until after Historic Preservation Commission has had time to meet and discuss the façade improvements to get a better idea if there would be additional costs or changes in the costs based on that review and working with Jeff on that design so we can make a very informed decision here and consider the request to go about the 50% on the sidewalk might be contingent on some of the things that come out of the review process. Karen would ask that after the review guidance from Preservation if we need to pull together another meeting prior to our end of June meeting, if we could do that. That is Karen's recommendation at this time just because she believes we have a few more questions and answers right now and we do have a review to have done by Historic Preservation.

It was decided to table this project until we get the information from the Historic Preservation Commission and then we will have a complete picture and we can then act accordingly upon the entire project. If we were to table it today but with the promise that just as soon after we receive the final information from Historic Preservation Commission that our staff receives any final information that they need to present to the Board members and then we can go ahead and proceed with a special meeting or at the very latest the next regular meeting at the end of June. Jeff Francis agreed with the Board's decision.

## **7. UPTOWN MASTER PLAN PRESENTATION**

Karen Byrnes explained that the DHM Design team is here and Karen will have them introduce themselves. These are our consultants that we have hired with our partnership with the Uptown Master Plan Association, URA, and the BLDC. We are in the throes of getting this Master Plan figured out. It has been a great process so far. We are now at the point we are going to present some of the results. DHM Design introduced themselves – Walker Christiansen, Gabe Preston, Crystal Herzog, and Paul Filicetti DHM Design did their presentation to the Board.

## **8. PUBLIC COMMENT**

None.

**9. OTHER ITEMS**

Robert Brown wanted to point out that Kevin Patrick ran an extraordinary successful election for the School District in early May.

Robert Brown mentioned that Susan Powell is leaving us and she has been an intricate part of the operations.

**10. ADJOURN**

Robert Brown made a motion that was seconded by Stephen Coe to adjourn the meeting at 10:33 a.m. The motion carried unanimously.