



Regular Renaissance Zone Review Board Meeting

Thursday, June 27, 2024, at 8:30 AM

Finance Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. CALL TO ORDER/ROLL CALL
2. ADOPT MEETING MINUTES
 - 2.1. APPROVAL OF MEETING MINUTES - MAY 23, 2024
3. RENAISSANCE ZONE APPLICATIONS
 - 3.1. CASE M-106 - AMY JENKINS - 110 4TH AVE NW
4. OTHER BUSINESS
 - 4.1. RENAISSANCE ZONE INACTIVE CASES
5. NEXT SCHEDULED MEETING

The next scheduled meeting is Thursday, July 25, 2024, in the 2nd Floor Finance Conference Room at City Hall.
6. ADJOURNMENT

Renaissance Zone Board Meeting
Minutes for May 23, 2024 at 8:30 am
2nd Floor Finance Conference Room, City Hall
Minot, ND

Members Present: Pete Hugret (Chair), Christine Staley, Thomas Alexander, Betty Fedorchak, Mark Lyman, Tonia Vitko
Members Absent: Michael King, Jason Bentley, Pat Bailey (Vice-Chair), Amy Rogers
Others Present: Brian Billingsley (Community and Economic Development Director) and Mikayla McWilliams (City Clerk), Ryan Kamrowski (City Assessor)
Guests: Melinda and Wayne Howe, Josh Wolsky

Call to Order.

Chairman Hugret called the meeting to order at 8:31 am.

Introductions

The committee did brief introductions for new member Tonia Vitko and guests.

Adopt Meeting Minutes.

Motion by Lyman to adopt the minutes of the April 25, 2024 meeting. Second by Fedorchak and carried by the following vote: ayes: all, nays: none. **Motion Passes.**

Renaissance Zone Applications: Final Approval 108 Main Street South – Wayne Howe

The application for Wayne and Melinda Howe is ready for final approval for the Renaissance Zone. If approved, this would go to City Council for approval. Brian Billingsley will provide contact information to Wayne and Melinda on the Historical Society Tax Credit program.

Motion by Lyman to recommend approval to City Council for final adoption. Second by Alexander and carried by the following vote: ayes: all, nays: none. **Motion Passes.**

Other Business

Renaissance Zone Development Plan Update –

City Council approved the MOU and Resolution at the last meeting. It will now get submitted to the State of ND for final approval.

Board Vacancy –

Brian Billingsley will contact Michael King to see if he is still interested in being on the board. He has a financial sector seat. There is a public spot open to fill from Rachelle Sian. Please contact Brian if you have any recommendations to fill the open board seats.

Epic Companies – Façade Improvement Program – Big M Building

The money does not get released until the completion of the project. They have until the end of 2024 to complete or ask City Council for an extension.

Next Scheduled Meeting

Thursday, June 27 2024, in the 2nd floor Finance Conference Room at City Hall, 10 3rd Ave SW.

Adjournment

Motion by Lyman to adjourn the meeting. Second by Fedorchak. Motion carried by the following vote:
ayes: all, nays: none. **Motion passes.**

The meeting was adjourned at 8:45 am.

Minutes prepared by: Mikayla McWilliams, City Clerk



Office Address: 1025 31st St. SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: brian.billingsley@minotnd.gov
Office Number: 701-857-4147

Economic Development Division

Renaissance Zone Application

APPLICANT INFORMATION

Amy Jenkins

Applicant(s)	Business	ND	Type of Entity
	Minot		58703
Address	City	State	Zip
Phone	Email		
Social Security Number	Federal Tax ID Number		

PROJECT LOCATION

4th Ave. Addition Lot 2 Block 2	Block 8-D
Legal Description	Renaissance Zone Block
110 4th Ave. NW	Minot
Address	City
Unusable Residential home w/o utilities	
Current Use of Property	

TYPE OF PROJECT

☒ Commercial ☐ Residential ☐ Utility Infrastructure Project (UIP)

TYPE OF INVESTMENT

Rehabilitation Only

☐ Purchase Only (To include new construction)	☐ Lease Only	☐ Commercial (Must be 50% of true and current value)	☐ Residential (Must be 20% of true and current value)
☒ Historical Preservation and Renovation	☐ Purchase with Major Improvements (Applies to only Commercial Projects)	☒ Commercial (Must be 150% of true and current value)	

REQUESTED TAX EXEMPTIONS

☐ Personal Income ☐ Investment Income ☒ Property Tax Exemption ☒ Historic Tax Credits

PROJECT DESCRIPTION: Please write a brief description of the project below

Restoration and refurbishment of victorian home

SQUARE FOOTAGE CALCULATIONS:

8540	2638	584	930	612
Lot	Building (Total)	Basement	1 st Floor	2 nd Floor
512				
3 rd Floor	4 th Floor	5 th Floor	6 th Floor	7 th Floor
Date of Acquisition: March 20, 2023		Current True and Full Value: \$77,000		

Cust #4387

Inv #

Revision Date: May, 2024

Work to Be Done:	Estimated Costs:
See attached documents for specifics of project/work to be completed	\$280,000.00

Total Estimated Cost \$ 280,000.00
Current True and Full Value \$ 77,000.00
Estimated Value After Improvements \$ 325,000.00

Estimated Start Date: _____

Estimated Completion Date: _____

If this project is a UIP, is the applicant a Renaissance Zone Project? ☐ Yes ☒ No

- a) To be considered a Renaissance Zone Project, the project would need to take place in the Renaissance Zone and be a utility company.
- b) If this is a property owner affected by a UIP not participating in a Renaissance Zone Project, is the property owner in the Renaissance Zone? ☒ Yes ☐ No

Is this project a lease? ☐ Yes ☒ No

- a) What type of lease? ☐ New ☐ Expansion ☐ Continuation ☐ Leasehold Improvement

If this is an expansion, what is the additional square footage of the expansion? _____

- b) If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property ☐ Yes ☐ No

Does this project involve historical preservation or renovation? ☒ Yes ☐ No

- a) For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.

- b) Information for historical properties may be obtained by contacting the Historical Society at: (701) 328-2666 or email history@nd.gov

Is the project being funded by a Renaissance Fund Organization? ☐ Yes ☒ No

If yes, describe the type and amount of financing and name of the Renaissance Fund Organization. _____

Provide the estimated state and local tax benefit to the taxpayer for 5 or 8 years (applies to all projects)

Total State Tax Benefit for ☐ five (5) or ☒ eight (8) years \$ _____

Total Property Tax Benefit for ☐ five (5) or ☒ eight (8) years \$ _____

Total Non-Participation Owner Tax Credit \$ _____

Is the entity subject to the financial institution tax (N.D.C.C.57.35.3)? ☐ Yes ☐ No

If yes, total state tax benefit for five (5) or eight (8) years \$ _____

Compute the amount spent per square feet of structure \$ _____



Office Address: 1025 31st St. SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: jonathan.rosenthal@minotnd.gov
Office Number: 701-857-4122

OFFICE ONLY

Zone Authority and City Documentation
Date of Approval or Conditional Approval _____

(date)

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

Identify from the Development Plan the specific criteria used to approve the project:

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor tax would affect the exemption provided.

Once the project is completed, DCS must be informed by email, fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

On historical renovations/rehabilitations, documentation from the Historical Society approving the final restorations must be submitted to DCS before a final letter of approval can be issued.

Amy Jenkins

A handwritten signature in blue ink, appearing to be 'Amy Jenkins', written over a horizontal line.

6/10/2024

Signature

Date

Renaissance Zone Project Checklist:

Office
Use

☐☐

1) For residential projects, provide evidence that the home purchased is the taxpayer's primary residence.

☐☐

2) If the property is currently a vacant lot, provide evidence that it was previously developed.

☐☐

3) Provide a "Letter of Clearance" from the State Historical Society if seeking historic tax credits.

☐☐

4) Provide an estimated start and completion date for the project (must follow approval by DCS).

☐☐

5) Include site plans, building plans and colored renderings of the elevation of the building.

☐☐

6) Provide a break out of capital improvements.

☐☐

7) Provide documentation that the project cost meets the City's minimum criteria.

☐☐

8) Provide the estimated state and local tax benefit to the taxpayer of five (5) or eight (8) years (see your accountant).

☐☐

9) Provide copies of receipts showing proof local real estate taxes have been paid (Ward County Treasurer 701-857-6426)

☐☐

10) Provide evidence that the applicant is current on state taxes – Certificate of Good Standing from the State Tax Commissioner (1-800-638-2901) – May take a few weeks.

☐☐

11) Provide Current True and Full Value (contact City Assessor 701-857-4160)

Comments:



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
BRIAN KROSHUS, COMMISSIONER

May 13, 2024

Ref: L0356625536

AMY JENKINS

MINOT ND 58703-2250

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only
GARDEN TEAHOUSE

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: AMY JENKINS
SSN or FEIN: [REDACTED]
GARDEN TEAHOUSE

This letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep a copy of this letter for your records.

Liliya Montgomery

Liliya Montgomery
Supervisor, Individual Income Tax and Passthrough Entities
Phone: 701-328-1296
Email: lmontgomery@nd.gov

There is a lot of work that needs to be done to this home to bring it up to code and make it usable as either a single-family dwelling or an AirBnB/Teahouse. The following are some of the major renovations that will need to be completed:

REPAIR/REFURBISHING OF HOUSE & ADDITION BUILD

Sanitization/Mold Mitigation: After the gutting work has been completed, the home will need to be sanitized. Due to the deteriorating roof, pigeons and possibly other animals have been inside of the home. Pigeon and animal droppings are present throughout areas of the home. These will need to be cleaned and the home will need to be sanitized to make it safe for anyone who would dwell in the home. Also, the home will need to be evaluated for mold/mildew issues and those will need to be addressed before construction of renovation can begin.

The Tower: The turret will be restored to the tower to reflect the Queen Anne style. An approval letter has been received from the State Historic Preservation Office (SHPO) to add a tower style turret roof.

Siding and windows: Window casing and sills will need to be replaced and refurbished. The second-floor siding will need to be stripped and repainted with some boards replaced due to deteriorating conditions. All the windows will need to be either restored or replaced due to their current condition. Decorative windows will be restored as possible, which would include having to remove glazing and stripping paint, and replacing rotting and/or warped boards as needed. Amy would work with the State Historic Preservation Office (SHPO) to determine the appropriate replacement of the windows that would reflect the original style with an eye towards replacement with modern, high-end replications that provide better insulation and protection from the elements. All windows will be refurbished to working order.

Exterior Doors: The original exterior doors will be refurbished. Exterior doors on the addition will be made to accommodate ADA accessibility regulations. Any replacement will focus on replicating the original style of the home. Amy will work with the SHPO to find acceptable replacements.

Exterior Stairs: The main stairway into the front entry will be added to for proper height to meet ADA accessibility regulations and ensure that they are appropriately spaced and safe. Any other stairs that would lead into the home would also be evaluated and made to meet these standards.

One-Story Rear Addition: The one-story rear addition will have an add-on with a new addition that would a) reflect the style of the original home, b) become a full-sized kitchen, bathroom, and stairway to the basement, and c) allow for future expansion. This addition would be created to look the same as the home and reflect the style. This would be an important addition as there is currently no full kitchen in the home or bathroom on the main floor.

Roofing and Skirting: The current cedar shakes will need to be removed and the roof structure will need to be evaluated. Currently, there is leaking into the home. Any rotted/compromised boards will need to be removed and replaced with new. The structure will need to be strengthened. Amy will work with the SHPO to determine appropriate cedar shingling to replace, either with real wood shingling or composite look-alike options, keeping in mind that the goal is to have the home look in its original state. Due to the state of the roof currently, this will be a major cost.

Decorative Features: All decorative elements (such as the wood panels, exterior fascia, etc...) will be evaluated. Should they need to be replaced, they will be replaced to look like the original piece. They will be stripped and repainted.

Parking: As there is little parking space available on the given property and there is no on-street parking, a parking lot will be purchased to allow for safe parking that will follow parking regulations.

Landscaping: The goal of the landscaping is to create a English Garden look. This will include planting decorative trees, having gardens of flowers with sitting areas, and sodding the lawn. A decorative black iron type of fence will be put up in areas to be determined once the landscaping is completed. A paver patio in the front of the new addition and a paver patio in the back of the home will provide an elegant, refined look that would reflect the home's original era. All large and diseased/deteriorating trees will be cut down. New trees will be planted to create ambiance and for aesthetic purposes.

Woodwork, doors, and built-ins: The goal for the woodwork is restoration. Baseboards, moldings, doors, etc... that are original to the home will be removed carefully, stripped, and stained with the intention of placing them back as they originally appeared in the home. Should replacements be needed, Amy will work with SHPO to find acceptable replacements.

Utilities: All of the existing lines (gas, electrical, plumbing) will need to be removed and new will need to be put in so they are up to code. A gas forced air system (including air conditioning) will need to be installed. Gas lines will need to be installed. The cast iron radiators will be disconnected but will be restored and used as a decorative element in the home to showcase how they originally would have appeared in the home where appropriate.

Interior Walls and Ceilings: Due to the deteriorating nature of the plaster and lathe throughout the home, all of the walls and ceilings that are plaster and lathe will be torn down. Existing dry-walled walls will also be removed. This will allow for the installation of electric, plumbing, modern utilities and lighting, and HVAC as well as modern insulation installed throughout the home. The framework will also be evaluated, and any deteriorated boards will be replaced to maintain the integrity of the home. Modern sheetrock will be used to replace the walls and ceilings and the restored trim will be used to bring the look back to original. Spray foam insulation will be used in the attic areas of the home and roll insulation in the rest of the home.

Floors: The floors will be evaluated to determine their structural integrity and changes will be made upon recommendations to ensure the safety of the home. Existing carpeting will all be torn out. The goal will be to restore the original hardwood floors if possible. Warped and compromised flooring will be removed as necessary. If the floors are not able to be restored, Amy will work with SHPO to determine appropriate restoration including installing new hardwood and/or composite options. The goal is to bring the floors as close as possible to what they would have looked like originally.

ADA Accessibility: The home will be brought up to ADA accessibility requirements as needed. Amy will work with the City of Minot as deemed necessary to determine the changes/adjustments that will need to be made.

Additional Notes:

- Amy will work with the City of Minot fire department to ensure the home meets all current fire codes. This will include installation of a sprinkler system into the home and addition.





Start-up Expenses

Home Repair/Renovation

House (Repair & Refurbish)

Siding-framing (wood replacement-MMC)	\$10,000
Fascia, Soffit, Gutters (replace w/ replica)	\$3,200
Paint (Nick Vannett)	\$12,000
Front Porch (columns, repair, add-on-MMC)	\$1,500
Roof (Cedar Shake replacement, Turret)	\$40,000

Interior (Repair & Refurbish)

Gutting (done by owner-cost of dumpster rental)	\$1,000
Turret (MMC)	\$5,500
Antique Windows (Repair done by owner)	\$1,000
Windows (Replacement/Reinstall/insulate/add storm windows)	\$10,000
Drywall (Joe Morellis)-refurbishing current kitchen cabinets	\$30,000
Trim (Baseboards, crown, chair rail, refurbish/replace)	\$4,200
Railing (Restore & meet code)	\$2,000
Plumbing (Absolute Comfort)	\$30,000
Electrical (Legends)	\$30,000
Light Fixtures(old fixtures refurbished-new wiring)	\$2,500
Paint (Homeowner)	\$1,500
Flooring (Repair & Restore-MMC)	\$15,000
Forced Air(Absolute Comfort)	\$30,000

Outdoor

Landscaping (Materials/plants only-Homeowner completing)	\$3,000
Fencing (Materials only)	\$5,000
Bricklayer (redo-all exterior brick and brick on Sunroom)	<u>\$30,000</u>

Total **\$267,400.00**

Addition Construction Expenses

(Includes construction, lighting, electrical, plumbing, heating, etc...)

Sunroom/addition remodel (back of home) \$35,000

Property Purchase Start-Up Expenses **\$50,000**

Total (Completion of House/property/purchase of property) **\$352,400**

Parcel Summary

Minot City, ND

PDF 1 WORKING

PIN **MI13.F95.020.0020**
 Deed **JENKINS, AMY**
 Contract
 Address **110 4TH AVE NW, MINOT**
 Map Area **Roosevelt**
 Route Number **000-000-000** Plat Map
 Legal **4TH AVENUE ADDITION**
LOT 2 BLOCK 2

Section **13F95** Deeded Acres **0.196**
 Township **Lot 0020**
 Range **Block 020**
 Loc. / Class **Urban / Commercial**

Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres
SqFt X Rate						8,539.51	0.196
Sub Total						8,539.51	0.196
Grand Total						8,539.51	0.196



Residential Dwelling

Occupancy **Single-Family / Owner Occupied**
 Style/YrBlt **2 Story Frame 1899**
 TLA **2,638** Ttl Rms
 Bsmt/Attic **Full / None**
 Heat/AC **HW - Radiant / No AC**
 Bsmt Finish **0/ 0/ 0** Fireplaces
 Ttl Bdrms **3** Above **3**

Plumbing

Garage

Toilet Room (1/2 Bath) 1

	PrYr 2024	PrYr 2023
Land	\$0	\$0
LandC	\$34,000	\$0
Dwelling	\$0	\$0
Impr	\$43,000	\$0
Total	\$77,000	\$0

Sale Amount	Sale Date	Recording
\$500	03/20/2023	3072933
\$135,000	09/12/2014	2977686

