



BOARD MEETING MINUTES

WEDNESDAY NOVEMBER 15, 2023 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** board meeting to order at 4:00 p.m.

ignite cda board members present: Hoskins, Evans, Garcia, Armon, English, Mandel

ignite cda board members attending remotely: n/a

ignite cda staff present: Berns **ignite cda** legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of October 18, 2023 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

Motion by Commissioner Evans, seconded by Commissioner Armon, to approve the Consent Calendar. Motion carried.

5. EXECUTIVE DIRECTOR'S REPORT

- Atlas Project:
Area 13: Boundary Line Adjustment (BLA)/ Property Transfer Request to City
Ex. Director Berns, Phil Boyd (Welch-Comer Engineers) and Counsel Quade shared an overview of this agenda item with the board. Following is a memo from Mr. Boyd to the Agency providing the rationale for this proposed request to the City:

Memorandum

TO: TONY BERNS
FROM: PHILIP F. BOYD, PE
PRJ. #: 41292
SUBJECT: AREA 13 BOUNDARY LINE ADJUSTMENT
DATE: NOVEMBER 13, 2023

The purpose of this memo is to outline the Atlas Development Team's (Welch Comer, Hawley Troxel, and Heartland) recommendation to the ignite CDA Board that the Board consider proposing the City Council complete a Boundary Line Adjustment (BLA) between ignite CDA's parcel, Area 13, and the Atlas Waterfront Park open space to the east of Area 13. The proposed BLA will facilitate closing the Area 13 sale to Dechase-Miksis ("Dechase"), create a desirable land use on Area 13 and create permanent public benefit.

The Atlas Architectural Design Review Committee (ADRC) has been reviewing several iterations of the Dechase proposed development of Area 13. Dechase proposes to build the project in phases; Phase 1 An 8,000 to 10,000 sf House of Western restaurant and bar and Phase 2 a 22-unit multi-family (Condo or for rent TBD). The Dechase RFP submittal proposed accessing the building's below grade parking under the Phase 2 building from the east as shown in Figure 1.

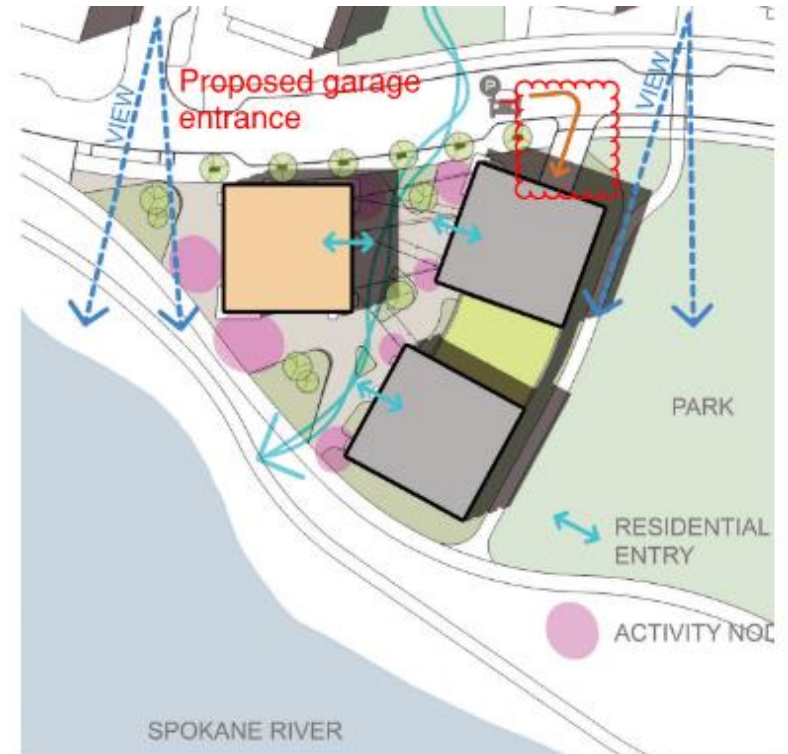


Figure 1 Dechase Area 13 original proposal with east driveway access

Since the RFP submittal, Dechase determined that they would like to construct Phase 1 earlier than anticipated which will require constructing Phase 1 parking below the Phase 1 building (instead of in the future Phase 2 building) and relocating the garage driveway access to the west as shown in Figure 2. The west parking approach will require relocation of the existing Avista facility.



Figure 2 Dechase revised layout with west driveway access

Dechase also determined that the Phase 2 residential buildings will require a fire access road along the building's east side. The Area 13 parcel is not large enough to fit the proposed buildings, courtyards and west driveway and the fire access road. Dechase proposed to construct the fire access on the existing City owned open space with an easement from the City. They propose to disguise the access road as a public promenade from Atlas Road to the waterfront trail as shown in figure 3 with a landscape buffer and seating as shown in Figure 4.



Figure 3 Dechase proposed fire access road disguised as a public walkway.



Figure 4 Public promenade with seating and landscape buffer.

This promenade connection was envisioned in the original Atlas neighborhood plan, but there was not sufficient budget to construct the connection as part of the waterfront park project (see figure 5).



Figure 5 Excerpt from Atlas Development Standards showing waterfront trail access.

The ADRC supports the proposed fire access road/public promenade because it allows Area 13 to be developed in a manner consistent with the Atlas Development Standards,

specifically 1. No surface parking 2. Activating both the Atlas Road and waterfront trail sides for the parcel with a food and beverage operation and 3. Creating 22 residential units.

The ADRC discussed Dechase’s proposal with the Atlas Development Team and the Team suggested it may be in the City’s interest to complete a BLA with ignite CDA to move Area 13’s east boundary 30’ east, see Figure 6, so the fire access road would be completely on Area 13 (private property). Along with the BLA, ignite CDA will establish a permanent and perpetual easement to the City for the publicly accessible promenade. The Area 13 ownership would be responsible for promenade maintenance. The City open space area is currently irrigated turf and there is a stormwater line that runs along the alignment.

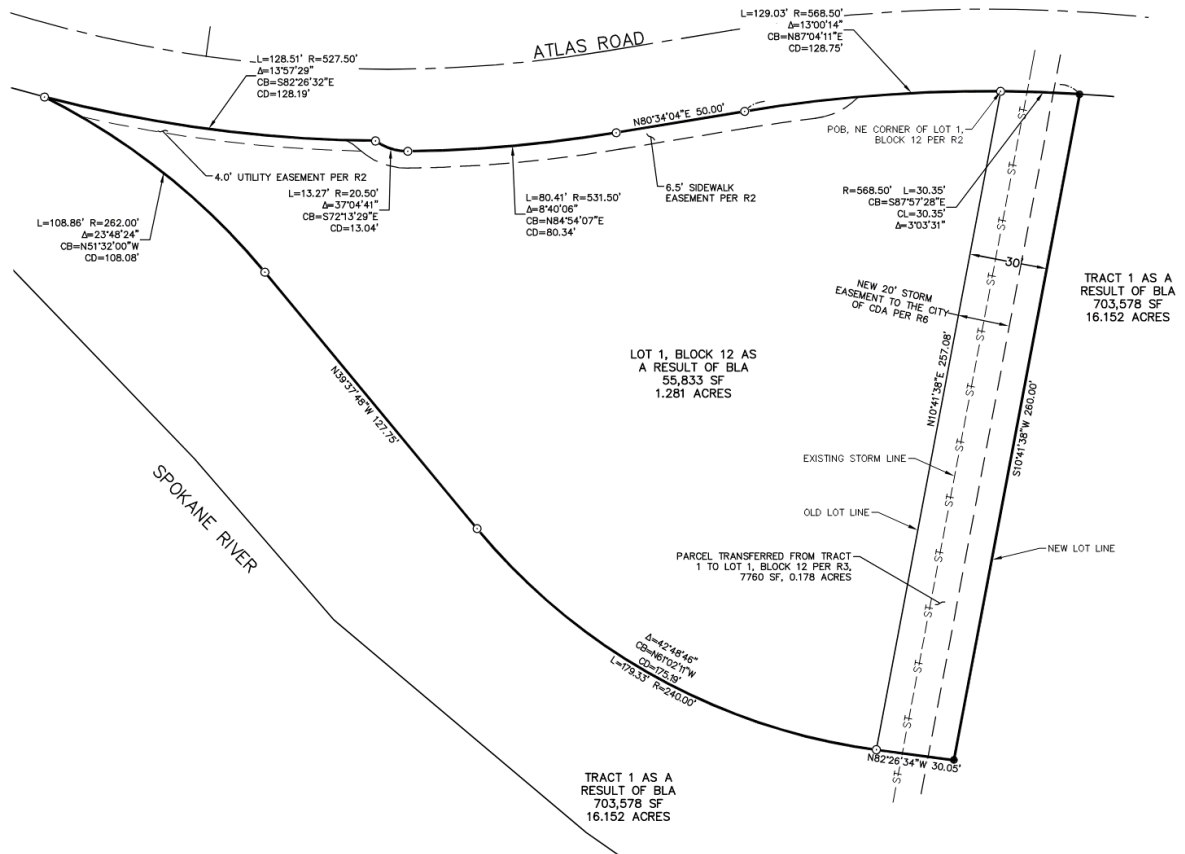


Figure 6 Proposed Boundary Line Adjustment

Area 13 City Property Transfer Request



Graphic depicting proposed property transfer to Agency (green turf area left of red line).

If the Board were to consider proposing the BLA to the City Council, the Board might cite the following points for the Council's consideration:

1. Area 13 has been offered for RFP three times and this proposal is the closest ignite CDA has come to closing the sale.
2. After December 31, 2023 ignite CDA will not be able to offer the parcel for sale through an RFP process. The land will be transferred to the City.
3. The Dechase proposal satisfies the Atlas Development Standards.
4. The existing Atlas Waterfront area proposed to be included in Area 13 is lightly used irrigated turf that does not generate property tax. The proposed BLA would add that area to taxable land while still retaining a public promenade to the Atlas Waterfront Trail as envisioned in the original Atlas Development Standards.
5. The access road/public promenade with sitting areas viewing the park would be constructed and maintained at Dechase's expense.
6. Any modifications of existing public utilities (such as the stormwater line, adjustments to the park irrigation system) would be made at Dechase's expense.

If the Board supports the proposed BLA, we recommend that the Board, via motion, approve the BLA proposal and send a letter to the City Council sharing that support. I am glad to work with you, Tony, and with the help of City staff to draft a letter to the City Council with the necessary elements.

Mr. Boyd, Ex. Director Berns and Counsel Quade shared that as this initiative has been discussed with the City, the City recommended that the property transfer to **ignite cda** would be better handled via a direct property transfer to the Agency from the City vs. going through a BLA process. The City will draft an ordinance to this effect that will transfer the identified property to the Agency with said ordinance and request being presented to the City Council at their December 5, 2023 meeting.

A permanent easement will also be required to be granted to the City for the long-term management and use of the transferred City property. The easement is proposed to originate from the Agency and granted to the City and will run with the property.

Motion by Commissioner Garcia, seconded by Commissioner Armon, to approve the proposed Area 13 property transfer request of the City as presented, directing Agency staff to assist the City on any needed information relevant to the proposed ordinance and permanent easement.

Motion carried.

Welch-Comer Contract Amendment 9D

Phil Boyd, Welch-Comer Engineers, discussed a proposed Welch-Comer contract amendment with the board. Following is the memo from Welch-Comer to the Agency re. the proposed contract amendment.

Memorandum

TO: TONY BERNS, EXECUTIVE DIRECTOR
FROM: PHIL BOYD, PE
PRJ. #: 41292.03.0
SUBJECT: IGNITE AMENDMENT 9D – DEVELOPMENT MANAGEMENT
DATE: NOVEMBER 6, 2023

In August 2022, the ignite Board authorized a \$175,000 agreement amendment (9C) with Welch Comer (including our sub-consultants Heartland Real estate Advisors and BW Architects) to provide Development Management Services for the Atlas Waterfront Development on an hourly billing basis. Welch Comer has reached the contract value limit for that agreement.

The Atlas Development Management services include preparing RFPs, assisting with ANE/DDA negotiations alongside the executive director and legal counsel, architecture and development standards reviews and updates, site re-designs and entitlement modifications negotiated as part of land sales, coordination with the builders, interfacing with the City, financial modeling updates, project cost accounting for the ignite CDA auditor and other development management duties as directed by the Executive Director.

The Board previously authorized Development Management agreements with Welch Comer in 2020, 2021 & 2022 totaling \$595,000. In that same time, Ignite CDA closed \$24,007,928 and has pending \$4,820,000 in land sales for a total of \$28,827,920. Welch Comer, along with Heartland and BW Architects, prepared 10 land sale RFP's, assisted with the ANE and DDA negotiations and managed and executed the Atlas Architectural Design Review (Atlas ADRC) process, updated the Atlas Financial model and met with the Board Finance Committee and provided developer/city coordination. The Development Management cost is approximately 2.1% of the land sale values.

If the Board would like to continue to have Welch Comer and its sub-consultants provide Development Management Services, we propose the Board authorize another \$175,000 agreement amendment (9D) that we anticipate will fund these services through August 2024.

The anticipated 2023/24 Development Management Services include closing RFP #9 & #10, continued financial modeling evaluations of the Phase 3 (Mt Hink) development scenarios for the Board's consideration, one or two Phase 3 RFP's, Atlas ADRC work and general coordination with the developers/builders as they build out their areas. Welch Comer will continue to complete work as directed by the Executive Director.

Attached, please find Amendment 9D for the Board's consideration.

Mr. Boyd shared the following additional information with the board re. the proposed services provided via this contract arrangement:

Development Management Amendment 9D

Welch Comer Services

- **Master Planning-** Review master plan modifications, prepare exhibits for City, ignite, coordinate potential PUD Amendments with City/Developers
- **RFP:** Develop content for Request for Proposals ("RFP") including exhibits, infrastructure scheduling and process.
- **ANE/DDA:** Develop utility and legal description exhibits for ANE/DDA. Provide ANE/DDA review related to infrastructure timing and developer construction.
- **Developer Selection:** Develop content for Scoring Committee, host meetings and assist with scoring analysis.
- **Developer Coordination:** Manage developer and developer engineers, architects and other consultant questions. Provide block boundary and site plan background drawings for developers. Conduct developer meetings and design exchange/coordination. Coordinate developer access.
- **City Coordination:** Coordinate with City planning and engineering on developer proposed master plan modifications.
- **Developer Plan Review:** Collaborate City Planning Department to review Design Proposals for compliance with Development Standards related to overall site.
- **Architectural Design Review:** Administering the Review Process - starting to transfer to HOA manager
- **Project Accounting:** Assisting with reconciling project expenses and land sales for annual audit



Development Management Amendment 9D

HEARTLAND Services

- **Master Planning:** Collaborate with Welch Comer and GGLO on mid-transaction Master Planning decisions and PUD amendments
- **Project-Level Financial Analysis:** URD cash flows, residual land value analysis
- **RFP:** Request for Proposals ("RFP") Preparation, Issuance and Management
- **Developer Selection:** Advisory work for Agency and Scoring Committee during Developer Selection process
- **Transaction Support:** ANE and DDA Transaction Support for Six separate transactions (Areas 1, 2, 6, 10, 12, 13)
- **Negotiation Strategy:** Support ignite during negotiations with developers
- **Agency Milestones:** Support ignite in meeting key milestones and fulfilling contractual obligations by Agency to developers
- **Key Governing Project Documents:** Advisory work to support creation of Master Declaration with ignite counsel
- **Development Plan Review:** Collaborate with Welch Comer and City Planning Department to review Design Proposals for compliance with Development Standards

Bernardo Wills Architects Services

- **Architectural Design Review**



Development Management Amendment 9D

- Development management cost to date approximate 2.1% of land sale value
- 2023 larger efforts included:
 - Area 8 and 5B Architectural Design Review
 - Area 4 Commercial Building Design Review
 - RFP #8 – Areas 9, 16-19
 - RFP #9 – Area 13
 - Phase 3 Attainable housing scenarios
 - Financial Model Update
- Anticipated 2024 larger efforts:
 - Phase 3 attainable housing analysis, deal structure and RFP
 - Phase 3 Design Review
- Proposed Board Action Item:
 - Amendment 9D in the amount of \$175,000

Motion by Commissioner Armon, seconded by Commissioner English, approving the Welch-Comer contract Amendment 9D as proposed and presented to the board with a spending cap of \$175,000. Motion carried.

Project Update – Phil Boyd

Phil Boyd shared a project update with the board. Following are key slides from his update:

Project Update – Ramsey Pit



- Hauled and placed ~470,000 CY
- \$6,800,000 Project



Graphic depicting grading of exported Mt Hink materials on the ITD site.

Project Update – Ramsey Pit



Graphic depicting new paved access road into the ITD site off of Ramsey Road.

Project Update – Phase 2A Shared Use Path



WELCH-COMER
ENGINEERS | SURVEYORS

Graphic depicting recently paved public trail located behind Area 12 on the Atlas project site (catch basin drainage issue depicted to be remedied by contractor).

6. BOARD COMMISSIONER COMMENTS

Commissioner Hoskins welcomed newly appointed board member Chris Meyer to the board.

7. ADJOURN:

Motion by Commissioner Garcia, seconded by Commissioner Armon, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 4:44 p.m. Minutes prepared and submitted by Ex. Director Berns.