

NOTO Arts and Entertainment District

Business Improvement District

Pursuant to City of Topeka Resolution No. 9231, approved by the Governing Body on July 6, 2021, and K.S.A. 12-1785, the mayor appointed a six-member committee to prepare a report regarding a proposed Business Improvement District for the NOTO Arts and Entertainment District. The appointed committee members include: Jon Bohlander, Pedro Concepcion, Melissa Miller, Steve Stutzman, Monette Mark, and Thomas Underwood

1. Boundaries

The NOTO District BID Planning Committee recommends a district boundary that encompasses the following areas:

- Tier 1
 - North – Gordon
 - South - Norris
 - East – Quincy
 - West – Jackson
- Tier 2
 - North – Morse
 - South - Gordon
 - East – Quincy
 - West – Jackson
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2. Services

The NOTO District Planning Committee recommends four main services:

- Maintenance - Core maintenance services for public sidewalks and parks includes weekly trash removal and upkeep of containers, snow treatment and removal, and monthly cleaning of the area, e,g, cigarette butts, trash, graffiti etc.
- Safety; Security- Address theft, vandalism and public safety.
- Beautification - Refers to anything that will enhance the visual appeal of the area including, but not limited to, street pole banners, decorations, and public art.
- Promotion - General promotion of the district through television, radio, print, and social media.

3. Cost of Services

The estimated annual cost of providing the services for the next three years is \$17,000.

4. Method of Financing

The North Topeka Business District has a rich history of retail and service businesses, along with businesses generally considered trades. As the area experienced neglect and physical decline, it became a less visitor-friendly area which resulted in a reduction in retail and service businesses. Since the advent of the arts and entertainment district, however, retail and service businesses have flourished. Nonetheless, the trades services remain an important part of the area.

Three levels of business are proposed:

- Retail and Service (main floor) – Businesses whose main business model is the sale of goods or activities to customers, generally at the business location.
- Retail and Service (distinct from main floor) – Due to the historic nature of buildings, access to areas other than main levels are by stairs only. Thus, shops located in basements or on upper levels do not have the same access to customers.
- Trade/Office Space/Warehouse – Businesses that provides a service, generally at another location; space used for transaction of business that is not retail or service; a space used exclusively for the storage of goods.

Determination of business level shall be made by the BID Advisory Board, in consultation with the business. The NOTO BID will be financed by an annual service fee in the dollar amounts below:

Tier 1:

Sq Ft	Retail & Service Main Floor	Retail & Service Distinct from main floor business	Trade/Office Space/Warehouse
1-500	\$100	\$75	\$75
501-1,000	175	125	125
1,001 - 2,500	250	200	200
2,501 -5000	325	275	275
5,001 – 10,000	400	350	350
10,001 – 20,000	475	425	425
20,001 +	550	500	500

Tier 2:

Sq Ft	Retail & Service Main Floor	Retail & Service Distinct from main floor business	Trade/Office Space/Warehouse
1-500	\$50	\$35	\$35
501-1,000	100	50	50
1,001 - 2,500	125	75	75
2,501 -5000	200	150	150
5,001 – 10,000	225	175	175
10,001 – 20,000	250	200	200
20,001 +	300	250	250

The determination of square footage will be based upon the Shawnee County Appraisers Office commercial building information.

4. Exemptions

In addition to exemptions outlined by statute (e.g. non-profit, residential), the committee recommends an annual ‘opt out’ option for those businesses that had a physical presence in the area before it became the “NOTO” district. For the purpose of a clearly determined cut-off, January 1, 2008 is the year Heartland Visioning identified the North Topeka business district as an area for development as an arts district. While a BID will generally improve the value of all businesses in the area, these businesses existed well before the area became an arts and entertainment district and do not have the same need for services and accommodations that appeal to in-person customers.

5. Advisory Board

A five-member NOTO BID Advisory Board is proposed and shall consist of representatives of the businesses located within the district appointed by the Mayor with the consent of the City Council. An employee of the NOTO Arts & Entertainment District non-profit organization may staff the advisory board.

Of the members first appointed to the advisory board, the chair and one member shall be appointed for a term of three (3) years. The other three members shall be appointed for a term of two (2) years.

A vacancy on the advisory board occurring other than by expiration of the term shall be filled by the Mayor with the consent of the City Council.

6. Annual Report

The Advisory Board shall present an annual report by May 15, 2022 for the 2023 calendar year of operation to the Governing Body pursuant to K.S.A. 12-1790. The annual report shall contain:

- The improvements and activities to be provided for the 2023 calendar year; and
- A proposed budget for 2023