

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
June 10, 2015

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:00 P.M.

II. ROLL CALL

Members Present

John Stangel
Gene Maloney
Emil Roth
Jill Hennessey
Chris Able
Anton Doneff

Members Excused

Dennis Tienor

Staff Present

Nic Sparacio
Paul Braun
Tyler Caulum, Associate Planner
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR MAY 13TH, 2015 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular May 13, 2015 meeting. Anton Doneff asked that the minutes be changed to list him under Members Excused and not Members Present.

With that change noted, the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the minutes of the May 13, 2015 regular meeting

Seconded by: Mr. Doneff

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline reviewed the financial statements for June, 2015 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

Pauline stated to the Board members that she went out for bids for sidewalk repair and Irv Seiler received the bid. Some discussion was held in regards to the sidewalk and driveway repair. Pauline explained that the City has moved up the street repair for 2016.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA approve and authorize payment of the June, 2015 expenses

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

B. Board Approval of FYE 2016 Budget

Pauline reported to the members that this budget is the formal document that goes to US Department of Housing and Urban Development (HUD). It contains all the information she went over with the Board members last month. The budget does show a gain in net income after depreciation is backed out of the configuration.

Some discussion was held and the following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA approve the budget for
FYE 2016 for the Manitowoc Housing Authority

Seconded by: Mr. Maloney

Upon vote: the motion was carried
unanimously

C. Bike Shed/Signage Update

Pauline updated the Board members that the bike shed project is complete other than anchoring the bike racks to the concrete which would take place at a later date.

The signage project which is through Signs Plus has begun. She expects him to be done before the end of the month. Pauline explained that HUD frowns on any open contracts at fiscal year-end, so she is making sure they will be done before the end of June.

D. Garbage Room Update

Pauline informed the Board members that when the area well project went out for bid, there was an alternate bid for the garbage room project. Hamann Construction had won that bid and my architect checked to see if they would honor the alternate. Hamann agreed to do the project for the same amount. That project would not start until late August. The bid was for \$14,441.

E. Tenant Eviction Report

Pauline updated the Board members that due to the increase in disturbances from one of her tenants, she felt it necessary with Chairman Stangel's approval to hire a reserve deputy to police the building from 10:00 p.m. to 6:00 a.m. every day.

Pauline explained the circumstances that developed with this tenant during this whole process and the tenant is now being held in the County Jail and cannot post bail. She has discussed her situation with Human Services, the Sheriff Dept. and the Police Dept. The eviction process has begun, however there are several steps that need to take place before the tenant is actually evicted.

Discussion was held in regards to the judicial system and mentally ill individuals. Pauline stated that Human Services agreed to help finance the reserve deputy for our building. The Sheriff Dept. has also been very accommodating to her.

F. Bad Debt Resolution

Pauline's fiscal year end is June 30th. Pauline would like to write off her bad debt at this time. There are three past tenants all owing rent dating back to 2013. The amount that would be written off would be \$1,048.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA members approve the Bad Debt
Resolution to write off bad debt from 2013

Seconded by: Ms. Hennessey
Upon vote: the motion was carried
unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program

Nic Sparacio stated that there has been no new activity in the revolving loan program. A total of \$746,912.60 in loan funds was available.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA accept the financial report and
place on file

Seconded by: Ms. Hennessey
Upon vote: the motion was carried
unanimously

B. Design Reviews

1. 318 North Eighth St. – Keith Laurent

Nic began by explaining that this was his first design review presentation with the Board so if there were any suggestions to be made, he would welcome them. Nic stated that this design review is to add an overhead garage door to the far west end of the north side of the building and to add a man door to the east. Nic stated that the applicants for the design review are at this meeting, if the Board had any questions.

Nic stated that this is currently a vacant building and this project would potentially open it up for activation again. The placement of the door is beneficial to the building due to its location to the rear and not facing the primary street frontage. A negative aspect is that the overhead door is modern in design; not historic. The building itself has been compromised in terms of any historic value. Nic showed examples in the downtown of more historic looking overhead doors. Staff recommendation is approval with conditions that the man door should have at least 50% transparency, the overhead door have square paneled look, and the project shall comply with Manitowoc Municipal Code.

Discussion was held in regards to the placement of the doors. It was determined that there would be two walk doors and one overhead. It was also determined that the side of the building would be the main entrance to the building. It was determined that the parking stalls should reflect City code.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA approve the design review and
award a certificate of appropriateness with the following
conditions: New man door have 50% transparency;
overhead door have square paneled look; and parking
spaces are compliant with Manitowoc Municipal Code

Seconded by: Mr. Maloney
Upon vote: the motion was carried
unanimously

2. 1001 Washington St. – VAP

Nic explained that this sign modification is the window decal type. Window signs are appropriate for the downtown. Nic recommends approval of this request.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA approve the design review and award a certificate of appropriateness

Seconded by: Mr. Maloney
Upon vote: the motion was carried unanimously

3. 711 York Street – Aspire Realty

Nic pointed out the location on the building of the sign for Aspire Realty. The purpose of the sign is to let travelers on Maritime Drive know that on the other side of the building is the York Street entrance. Nic stated that even though this is not an historic building, that its exterior was constructed with certain design elements to help it fit into the downtown. The sign as proposed disrupts the continuous band of decorative block. Nic's recommendation is to look for some alternatives, and he showed two examples of alternative sign locations.

Discussion was held with the owners in regards to location of the sign. The members suggested if there was a way to make sure the sign is seen and also maintain the architectural beauty of the building, it would be approved.

Nic stated that if they have an agreement in principle, he would be willing to work with the owners on alternatives.

The following action was taken.

Motion by: Ms. Hennessey
Moved that: The CDA approve the design review and award a certificate of appropriateness with the following condition that the sign be approved first by the Community Development Director

Seconded by: Mr. Able
Upon vote: the motion was carried unanimously

4. 709 Washington St. – On Second Thought

Nic explained that the existing awnings on this business are in poor condition. The owner would like to replace them with new awnings with lettering. Nic recommends this design review be approved.

The following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve the design review and award a certificate of appropriateness

Seconded by: Mr. Roth
Upon vote: the motion was carried unanimously

C. Other Business

1. Discussion and Possible Action on Amendment to City of Manitowoc Commercial Revolving Loan Program Manual of Policies and Loan Servicing Procedures

Nic explained the draft resolution on this topic. The change would be the amount of the loan funded – from \$20,000 per job created to \$35,000 per job created. The Wisconsin Department of Administration (DOA) holds the City accountable on the downtown commercial revolving loan funds and has already made this policy change at the State level, so the City would simply be following suit.

The following action was taken.

Motion by: Mr. Doneff
Moved that: The CDA approve the resolution
to the Amendment for the City of Manitowoc Commercial
Revolving Loan Program Manual of Policies and Loan
Servicing Procedures

Seconded by: Ms. Hennessey
Upon vote: the motion was carried
unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Update on Artist Lofts/Mirro Plant #3 Project

Nic reminded the Board members that the CDA renewed its commitment of loan funds to the Artist Lofts project last Fall. That project is moving forward on several fronts; however, this also ties in with Item B on this agenda and the Housing Rehab Loan Program which the CDA approved last month.

OTHER BUSINESS

B. Discussion and Action on Housing Rehabilitation Loan Program Plan

The DOA required the City to put the plan together because there is now a balance of about \$72,000 of repaid loan funds that are uncommitted. The DOA is now asking the city to commit those funds to the Artist Lofts Project. The City and DOA have discussed a \$300,000 gap in the project funding and how to best address that issue. The project has raised close to nine million dollars through other funding sources.

The other update on the housing loan program plan is that Nic is taking it through City Council as well because it does have a recommendation to add City staff in the future. He took the plan to the Licensing, Permits, and Inspection Committee because they oversee housing items. They agreed with the majority of the plan, but they did take out the section that referenced adding staff in the future as being too much of a commitment. The new version of the plan will go to the Council next Monday. If the funds are committed to the Artist Lofts, that would be on a near term payment schedule. They would start making payments on it immediately.

Some discussion was held in regards to this project. The \$72,000 is from repaid loans to this fund since Nic started. Over time, there would be funds coming in from other repaid loans.

Nic also provided an update on Eighth and York and stated the building owners (the same developers for the Artist Lofts) now have ownership of the equipment and are looking for a new business to move in.

VII. ADJOURNMENT

The meeting was adjourned at 4:55 P.M.

Respectfully submitted:

Nic Sparacio
Community Development Director

NS/pmh