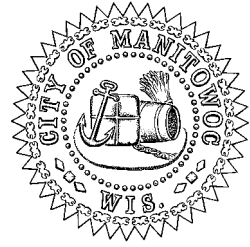




**CITY OF MANITOWOC**  
WISCONSIN, USA  
*www.manitowoc.org*



**MEETING MINUTES  
COMMUNITY DEVELOPMENT AUTHORITY**

**City Hall, 900 Quay Street  
Second Floor Conference Room – 4:00 PM  
Wednesday, August 19, 2020**

*This meeting was conducted both in person and via remote conferencing software.*

**I. CALL TO ORDER**

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM via remote conferencing software, Zoom.

**II. ROLL CALL**

**Present:** John Stangel, Gene Maloney, Anton Doneff, Dennis Tienor, Emil Roth, Ald. Jeremiah Novak, Ald. John Brunner (4:20pm arrival)

**Others Present:** Adam Tegen, Nick Mueller, Jen Bartz, Pauline Haelfrisch, Peter Wills, Mike Howe

**III. APPROVAL OF MINUTES** of the regular July 15, 2020 Meeting

Motion by Ald. Novak, seconded by A. Doneff, to approve the Minutes.  
Motion carried (6-0).

**IV. MANITOWOC PUBLIC HOUSING BUSINESS**

**A. Financial Report and Approval of Monthly Expenditures**

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the Board members.

Motion by Ald. Novak, Seconded by E. Roth, CDA to approve and authorize payment of financial report and monthly expenditures  
Motion carried (6-0).

**B. Unit Conversion Project Update**

P. Haelfrisch reported that State Building Inspector Brian Noe has refused to sign off on the project until new ADA door latch is installed. The door latch will be installed before the next meeting.

Total liquidated damages to contractor would be \$17,500. Discussion was held and approval was given to ask for full amount of liquidated damages.

Motion by Ald. Novak, Seconded by E. Roth, CDA to approve the full amount of liquidated damages to contractor.  
Motion carried (6-0).

C. Fire Alarm Panel

P. Haelfrisch updated the Board members on progress of fire alarm panel. Testing is complete and battery box is installed.

City Electrical Inspector will send documentation that current fire alarm system is grandfathered in at this time.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Revolving Loan Fund Financial Report  
The report was reviewed and placed on file.

B. Revolving Loan Fund Business  
Nothing to report.

C. Design Review Applications

1. Discussion and Possible Action: 707 Washington Street, Mike Howe  
N. Mueller reviewed the project and proposed architecture, noting that it aligns with historical preservation in design and proposed paint colors. N. Mueller recommended to approve the project contingent upon working with Community Development staff.

Motion by Ald. Novak, seconded by E. Roth to approve the proposed design and to work with Community Development staff to finalize all design details.  
Motion carried (7-0).

2. Discussion and Possible Action: 702 York Street, Mike Howe  
N. Mueller reviewed the building and detailed what will be done to the façade. Nick pointed out that the drawing shared is only a concept. N. Mueller recommendation is to approve with it contingent upon final being worked with Community Development staff.

Motion by Ald. Novak, seconded by E. Roth to approve the proposed design and to work with Community Development staff to finalize all design details.  
Motion carried (7-0).

3. Discussion and Possible Action: 924 Buffalo Street, Balance on Buffalo  
N. Mueller reviewed the project and provided details and background on the building. Ald. Novak asked if a property owner can select one color or if multiple is required. Nick pointed to the design guidelines and also noted that Balance on Buffalo is a Façade Grant recipient.

Motion by Ald. Novak, seconded by G. Maloney to approve proposed design and to work with Community Development staff to finalize all design details.  
Motion carried (7-0).

4. Discussion and Possible Action: 102 N. 8<sup>th</sup> Street, Flower Gallery  
No discussion. Materials not received prior to meeting.

5. Discussion and Possible Action: 909 S. 8<sup>th</sup> Street, Heart and Homestead  
N. Mueller reviewed project and detailed the project requirements for approval. .

Motion b Ald. Novak, seconded by A. Doneff to approve the proposed design and work with Community Development staff to finalize all design details.  
Motion carried (7-0).

6. Discussion and Possible Action: Franklin Street, Parking Garage Structure  
N. Mueller reviewed the project - a garage for the Schuette building – and noted it is new construction. N. Mueller reviewed the design and materials proposed and provided his input on the overall project. He went on to share an alternative option for design that he feels may be a better fit within the design guidelines parameters for new construction.

A. Doneff stated that he provided a design for a downtown accessory building, and noted that the guidelines indicate that the design should be as unobtrusive as possible. He went on to point out that that the Schuette building never came to CDA. He provided some sample photos of proposed materials and voiced concerns and issues with the process and what is being asked of him on the project.

G. Maloney stated he did not have concerns with metal roof as it is low slope and inconspicuous. Discussion ensued about the project and materials.

N. Mueller stated that he has concerns about how water would be captured and drain off with a metal roof. Discussion ensued about roof materials.

J. Stangel stated that he feels proceeding with the project is in the best interest of the City.

A. Tegen clarified if three sides would be brick and A. Doneff confirmed yes.

A. Tegen went on to clarify the next steps as to the following options: approve the concept as submitted by the applicant and have the final design brought back for final approval, approve and staff work out major details based on direction from the CDA, or to approve the proposed design with modifications and work with Community Development staff to finalize design details.

Discussion continued that the materials on north façade are not a concern, but overall design would need to change to brick and the roofline needs to be addressed. Direction also continued on metal panels on garage doors, and the design/articulation of brick per sample provided.

Motion by E. Roth, seconded by G. Maloney to approve to the proposed design with the following modifications: modify the garage doors as presented by the applicant, incorporate a design/articulated brick on the north and west facades, and work with Community Development staff in choosing the color of the membrane roof.

Motion carried (5-0-2). A. Doneff and Ald. Novak abstained.

## **VI. HOUSING BUSINESS**

- A. Revolving Loan Fund Financial Reports  
The report was reviewed and placed on file.

**VII. OTHER BUSINESS**

A. Review and Possible Action to Authorize Proceeding with Finalizing Documents for a Loan From the City to the CDA From the EPA Revolving Loan Fund for Work on the River Point District

A. Tegen reviewed the loan documents and provided a brief overview and associated financials.

G. Maloney asked for clarification on work being completed on the site.

Motion by Ald. Novak, seconded by E. Roth to proceed with the loan as proposed.

Motion carried (7-0).

**VIII. ADJOURNMENT**

Motion by G. Maloney, seconded by E. Roth to adjourn the meeting at 5:05 PM.

Motion carried (7-0).