



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

## MINUTES COMMUNITY DEVELOPMENT AUTHORITY

City Hall, 900 Quay Street | Second Floor Conference Room  
4:00 PM | October 16, 2024

In the absence of a quorum, a discussion was held October 16, 2024 at 4PM where it was determined to proceed with presentations and seek member votes via email. A meeting summary was emailed to members on Thursday, October 17, 2024, along with the request for motion(s). The voting record can be found in the Community Development Department's electronic folder.

### I. ROLL CALL

**Present:** John Stangel, Emil Roth, Scott McMeans

**Absent:** Ald. T. Boldt, Ald. M. Cummings, D. Tienor, G. Maloney

**Staff Present:** Adam Tegen, Kait Piazza, Jen Bartz

**Others Present:** Serena Lewis; Lily Schuette, Jessica Nicholson, Gary

### II. APPROVAL OF MINUTES of the September 18, 2024 Meeting.

No action was taken.

### III. MANITOWOC PUBLIC HOUSING BUSINESS

- a. Financial Report and Approval of Monthly Expenditures  
S. Lewis said that no September report was received to date due to timing. She added that only notable additional expense was metalwork done for building safety.  
No action was taken.
- b. Discussion and Possible Action: Health Insurance  
S. Lewis reviewed the proposal shared with members and added that she requests EAP services be included with minimal budget impact.  
Motion by G. Maloney, seconded by Ald. M. Cummings to approve the recommendation for health insurance including the addition of EAP services. Motion carried (7-0).
- c. Discussion and Possible Action: Fair Market Rent Increase  
S. Lewis reviewed the information provided regarding the rent increase. She added that her research indicates neighboring rent-assist properties are also raising rates.  
Motion by G. Maloney, seconded by Ald. M. Cummings, to approve the adjustment to Fair Market Rent level per the updated numbers from HUD. Motion carried (7-0).
- d. Building Updates  
S. Lewis shared that occupancy is full. She also reviewed the insurance reimbursement due to loss of income from the interior water damage due to the HVAC issue. G. Grapentine reviewed in great detail the air exchanger issue and what is being done to rectify the problem. Quote is coming from contractor in the near future and plan to complete work before summer 2025.  
S. Lewis also shared that new furniture & window coverings for common areas is planned.

### IV. DOWNTOWN REDEVELOPMENT ACTIVITIES

- a. Discussion and Possible Action: Design Guidelines Update  
K. Piazza reviewed the proposed revisions shared with those in attendance. She stated the update is being done because the current design review area and downtown core sign code conflict. She added that the update will make the guidelines easier to explain and will simplify the process for the applicant.



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Motion by G. Maloney, seconded by Ald. M. Cummings, to approve the amendment to the design review guidelines to make them consistent with the sign regulations found in the zoning ordinance. Motion carried (7-0).

b. Design Review Applications:

i. Façade Grant: 910 S 8<sup>th</sup> Street

K. Piazza stated the façade grant request is not finalized as she is working with the applicant on eligible costs. She provided an overview of the project and reviewed the staff report. She added that there are also updates occurring to the back of the building and that the 2<sup>nd</sup> floor is residential for owners. Staff recommends approval.

Motion by G. Maloney, seconded by Ald. M. Cummings to approve the design review for 910 S 8th Street, enter into a façade grant agreement with the owners, and authorize staff to negotiate the outstanding items. Motion carried (7-0).

c. Design Review Staff Approvals: None

## V. HOUSING BUSINESS

a. Revolving Loan Fund Financial Reports

No action was taken.

## VI. OTHER BUSINESS

a. Discussion and Possible Action: Loan Approval, The Nook Lounge & Bookstore

A.Tegen provided a brief overview of the loan application and project summary. He added that the applicant has also applied for a WWBIC loan and that the City loan would be for tenant improvements. He also added that the project received unanimous support from the Loan Review Committee. He shared that there were questions on the P & L specifically regarding the insurance quotes, and noted that the revised P & L has been provided. He shared that WWBIC will provide the loan and mentor the applicants. There is confidence in the project from WWBIC and the payback percentage in their program is high.

The applicants provided an overview of the business and pointed out that it the mocktail lounge concept is new to the area. She added that the space will also be promoted for use as special events and that it will be a safe space for people to socialize. They added that there will also be open mic nights and other events so they are able to support the community that supports them by providing a platform. It will also be family-friendly with a space for kiddos.

Motion by G. Maloney, seconded by Ald. M. Cummings to approve of a loan to The Nook Lounge LLC with terms as outlined in the project narrative and to direct staff to complete the necessary paperwork. Motion carried (7-0).

b. River Point District Update

A.Tegen reviewed the plans for the next phase of projects. He added that a \$3.5 Million 2025 EPA Cleanup grant will be applied for to continue site work. Staff continue to work with housing developers on projects.

c. 1512 Washington Street Update

A.Tegen shared that environmental consultant Stantec was on site doing testing and that delineation of hot spots will be done. He added that site work bidding will occur later this year and cleanup will begin in spring.



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d. Lakeshore Mall Update

A.Tegen stated that a \$150k WEDC site assessment grant was secured to test for possible contaminants from a dry cleaner in the mall. He added that the parking lot milling is underway as is the building demo. He shared that the Term Sheet has been approved with the developer and the Development Agreement is being reviewed by legal. It is expected to be finalized by the end of the year.