

**COMMUNITY DEVELOPMENT AUTHORITY MEETING
CITY OF WISCONSIN DELLS
APRIL 11, 2016**

Chairperson Borchner called the meeting to order at 5:00P.M. Notice of the meeting was provided to the *Dells Events*, WNNO Radio, and posted in accordance with State Statutes.

1. Present: Chairperson Ben Borchner, Ald. Jesse DeFosse, Ald. Mike Freel, Joan Ragan, and John Campbell

Excused: Lisa Delmore and Shaun Tofson

Others: City Clerk/Coordinator Nancy Holzem, City Treasurer Karen Terry, Ald. Brian Holzem, Ald. Ed Wojnicz, City Planner/Zoning Administrator Chris Tollaksen, Public Works Director David Holzem and City Attorney Joseph Hasler.

2. Motion by John Campbell seconded by Ald. Freel to approve the March 28, 2016 meeting minutes. Motion carried unanimously.
3. Motion by Ald. Freel seconded by Joan Ragan to approve the sale of the bakery equipment the CDA acquired through the Dough of the Dells, LLC business loan default for \$10,000 to Whole Wheatness, LLC, Jennifer Williamson, contingent upon the lease for the building being signed. Motion carried unanimously.
4. Motion by Ald. Freel seconded by John Campbell to approve the proposed amendments to the RLF Program Manual which includes that all applications submitted shall utilized the city's new Downtown Design Standards (DRC) as a guide for designing improvements to building and facades; in addition, applications for projects in the C-2 Commercial Downtown District will not be considered by the CDA unless their plans are first approved by the DRC which does not bind the CDA. Motion carried unanimously.
5. No date was set for the next meeting.
6. Motion by John Campbell seconded by Joan Ragan to adjourn. Motion carried unanimously and the meeting adjourned at 5.15pm.

Nancy R. Holzem
City Clerk/Coordinator

COMMITTEE REVIEW

Project: HO #51

Date: November 15, 2016

Unpaid Mortgage Amount	\$90,000.00
Fair Market Value (FMV) of Property	\$102,300.00
Equity Available	\$12,300.00
Estimate for Work	\$22,100.00
Estimated After Rehab Value	\$108,930.00
120% of Estimated After Rehab Value	\$130,716.00
Equity Available After Rehab (After CDBG loan)	\$18,616.00

HOUSEHOLD CHARACTERISTICS

Household Income		MI	
Year Purchased		2016	
FHOH		Handicapped	
Elderly		Children in Household	3 (1 under 6)

HOUSE NEEDS

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

CODE VIOLATIONS

1.	
2.	

	APPROVED	
	DENIED	

Work Review
Results of Lead Review and Initial Evaluation

HO #51 10/7/16

Wisconsin Dells CDBG Housing Program

I. Electrical: All electrical work listed below shall be performed in accordance with the State and National Electric Codes.

A. None

II. Plumbing

A. None

III. Heating

A. None

IV. General

- _____ * A. Replace 20 double hung windows (living room - 4, dining room - 3, left bedroom - 2, left front bedroom - 3, front porch - 7 and rear porch - 1) with white vinyl insulated replacement windows with Low E and Argon gas. Each window should be double pane and a lockable unit with full screens. The joint formed by the jamb and sill frame should be made weather tight by an approved sealant. This work will be performed using Lead Safe Work Practices.

Brand/Manufacturer: _____

- _____ * B. Replace 4 basement windows with lockable units. Windows to be vinyl clad replacement windows with insulated glass. Replace painted trim and sill surfaces as needed. This work will be performed using Lead Safe Work Practices.

Brand/Manufacturer: _____

- _____ * C. Replace 3 attic windows with white vinyl insulated replacement windows with Low E and Argon gas. Each window should be double pane. The joint formed by the jamb and sill frame should be made weather tight by an approved sealant. This work will be performed using Lead Safe Work Practices.

Brand/Manufacturer: _____

- _____ * D. Wrap all exterior trim with aluminum or vinyl on the home. Be sure that all seams are sealed so that surface is airtight and any loose paint does not fall out. Replace any rotted wood prior to wrapping. Color of owner's choice. This work will be completed using Lead Safe Work Practices.

Brand/Manufacturer: _____

* E. Reside the garage with vinyl siding. Contractor to state if siding over or removing the current siding. (circle one) Check for rotten siding beneath. Repair any rotted siding. Include Styrofoam (state size - $\frac{1}{4}$ ", $\frac{1}{2}$ " or $5/8$ "). Color of owner's choice. L' or J' channel should be used around door and window casings and when butting against any surface. All caulk used in areas which come in contact with the siding should be the same color as the siding. Follow all manufacturers directions. Be sure all seams are sealed so that the surface is airtight and any loose paint does not fall out of the bottom of the new siding. This work will be performed using Lead Safe Work Practices.
Brand/Manufacturer:

* F. Cover soffit and fascia with aluminum or vinyl on the garage. Replace any rotted soffit and fascia with new wood. Be sure that all seams are sealed so that the surface is airtight and any loose paint does not fall out. Color of owner's choice. This work will be performed using Lead Safe Work Practices.
Brand/Manufacturer:

Disposal of all materials and building permit fees should be included in the above listed work.

Quality of materials being used should be mid-grade. Discuss any materials and color choices with owner.

	A. Estimate (not including asbestos removal)
	B. Cost of asbestos removal (for items with an →)
	C. Total estimate including asbestos removal (A+B=C)

V. Other Work Added By Contractor

HOMEOWNER TO INSTALL SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS ACCORDING TO CURRENT STATE REGULATIONS

FOR OFFICE USE ONLY: Total Lead-Based Paint Cost \$

- * This work MUST be completed because it is a LEAD HAZARD and it will need to be done by a Contractor who is trained in "Lead Safe Work Practices".
- ▶ This work MUST be completed because it is a CODE VIOLATION.
- ◆ If any of these items are done, they need to be done by a Contractor who is trained in "Lead Safe Work Practices".
- ➔ Contractor is responsible for compliance with all applicable regulations when the work includes fastening to or coring through Asbestos Containing Materials (ACM) and disturbance of asbestos containing caulking and mastics. Unless otherwise indicated, all caulking, sealing, glazing compounds, gaskets, asphalt roofing materials and miscellaneous adhesives are assumed to contain asbestos. Compliance with all possible applicable regulations is the Contractor's responsibility.

CONTRACTOR TO DISCUSS ANY REBATES OR TAX CREDITS THAT APPLY WITH THE HOMEOWNER.

Contractor Name:	
Contractor Address:	
Contractor City, State, Zip:	
Contractor Phone (Cell):	
Contractor Phone (Office):	
Contractor Fax:	
Contractor Email:	
Contractor Signature:	
Date:	

NEW: All warranty information for manufactured products must be submitted along with the payment request form in order for your payment to be processed.

The Community Development Block Grant Program is an equal opportunity program. Women and minorities are encouraged to apply.

Nancy Holzem

Subject: RE: CDA changes

Begin forwarded message:

From: Brian L Landers <blanders@madisoncollege.edu>
Date: October 24, 2016 at 11:53:10 AM CDT
To: Ben Borchert <ben@alphabetakarma.com>, Nancy Holzem <nholzem@dellscitygov.com>
Subject: CDA changes

So my proposal to amend the CDA facade grant improvement would be to change the \$10k match grant to 4 distinct grants...

3 matching grants of \$20,000 to “Year-round businesses to make facade improvements that meet the new design review standards. These grants must include cosmetic changes to building facades that will be aimed at removal of old canopies, improved storefront design or features, or updating signage and lighting aimed at attracting year-round business clients or customers.”

1 matching grant of \$40,000 to “A year-round business to make considerable structural improvements that meet the new design review standards. This grant is eligible to historic or landmark locations and is aimed at creating a more welcoming presence, innovative business model, or features that will showcase the cultural or historical heritage of the City of Wisconsin Dells.”

Further language:

* Grants are open to all property owners of the c

Brian L. Landers

SECTION 8 BUILDING FAÇADE IMPROVEMENT PROGRAM

8.1 PROGRAM SUMMARY

The Façade Improvement Program (FIP) is established to encourage property owners and tenants to make exterior building façade improvements and install new or improved signage. Attractive building façades support and encourage local businesses and help promote effective economic development initiatives in downtown Wisconsin Dells. These improvements have a significant effect on the attractiveness and marketability of the surrounding area and contribute to the overall vitality of the downtown corridor.

The goal of the FIP is to encourage business owners to reinvest in the downtown and connected neighborhood business areas. As such, the City of Wisconsin Dells is offering matching grants to assist with exterior renovations of these vital downtown properties.

Grant funds will be offered by the City of Wisconsin Dells CDA. Successful grant recipients will receive a 50% match reimbursement of all eligible project costs to the amount approved by the Wisconsin Dells Community Development Authority, with a total grant amount not to exceed \$10,000. Applications will be considered on a first-come first-served basis.

8.2 ELIGIBILITY

Property owners of service or commercial/mixed-use structures and building tenants, with current leases of greater than five years in length, located within the target area, are eligible for funding. Governmental entities and public and quasi-public authorities are ineligible for funding. The property's real estate taxes and all other payments due to the City must be current as of the date of the application, or the application shall be denied.

A property (or contiguous properties held by the same owner) may only receive one (1) grant award within a sixty (60) month period. The applicant is also responsible for 100% of all non-eligible project costs. The intention is to award only one (1) grant of \$10,000 maximum per building. Leaseholders / tenants must provide a signed Building Owner Consent Form from the property owner. The building / property owner will be required to sign the Grant Agreement and sign off on the improvements to real property prior to receipt of FIP reimbursement dollars.

The program is intended to assist projects that promote retail activities, create an attractive environment, encourage neighborhood character and architectural design, use quality materials, and incorporate good design concepts.

In order to qualify, applicants cannot start on their project until after receiving the necessary approvals from the DRC and CDA.

TARGET AREA

Properties located in the Downtown Business District along the Broadway corridor.

Properties north of Washington Avenue and south of Wisconsin Avenue on the following blocks:

- | | |
|------------------------------|----------------|
| Lacrosse Street | Capital Street |
| Eddy Street | Bowman Road |
| Superior Street / River Road | Vine Street |
| Oak Street | Race Street |
| Elm Street | Church Street |
| Cedar Street | |

8.3 GRANT AMOUNTS AND COSTS

GRANT AMOUNT

The program will reimburse successful applicants and provide a "dollar for dollar" in matching funds on the project once the project is complete. The minimum grant is \$1,000 and the maximum grant is \$10,000 per property (or contiguous properties held by the same owner). The grant limits mean, for example, that a grant could be used to pay for \$1,500 of a \$3,000 project (50/50 match) or \$10,000 of a \$20,000 project (maximum grant amount), or \$10,000 of a \$30,000 project.

ELIGIBLE COSTS

Grants may be used for comprehensively restoring or substantially beautifying or enhancing the entire facade or elevation of a commercial building. Eligible activities include uncovering and restoring historical facades, removing existing facade materials and replacing them with more appropriate and attractive designs and materials and other detailing which leads to a substantially enhanced appearance. Applicants are encouraged to have plans for proposed improvements prepared by a design professional.

Although not eligible for funding on their own, the following may be funded by the applicant's matching portion as part of a more comprehensive facade improvement: windows, doors, exterior cleaning, tuck-pointing, painting (exterior surfaces only), exterior lighting, shutters, gutters and awnings. The program will fund projects that significantly improve the visual appearance of the property from the street. Design and permit fees associated with the construction are not eligible project costs. No grant dollars may be spent on signage, nor are these dollars to be considered part of the

applicant's match requirement, though the CDA encourages applicants to address signage as part of their overall façade improvement strategy.

With all grant-funded projects, restoration is preferable to renovation. Restoration is the attempt to return the facade to its original appearance through the use of authentic materials and the faithful replication of the building to conditions shown in old photos or records. Renovation projects should be sensitive to the historic appearance of the building, but may include modern materials and design elements.

Other facade features eligible to be restored, renovated or constructed with grant dollars include:

- Other Architectural features incl. decorative walkways and permanent planters
- Facade accents (fixed assets) such as fencing, molding and/or roof accents

The City of Wisconsin Dells Community Development Authority reserves the right to determine the eligibility of all items in a project's scope of work. This determination shall be conclusive and final. All grant-funded improvements must be permanent and fixed in type and / or nature. Improvements must meet all City code requirements including the Signage Ordinance, the Downtown Dells Design Guidelines, zoning, building and safety codes. The applicant must obtain and pay for all necessary permits.

INELIGIBLE COSTS

The cost of new construction, repair or replacement of a roof, work to an alley facade, work that principally involves minor repairs, painting or maintenance, billboards, landscaping or paving are not eligible under the grant program. Grant funds shall not be used for any of the following:

- Expenses incurred prior to application approval and grant award
- Site plan, sign or building permit fees
- Wages paid to applicant or applicant's dependents
- Signage, furnishings, trade fixtures or display cases / counters

8.4 REQUIREMENTS AND PROCESSING STEPS

GRANT REQUIREMENTS

Improvements must be completed within six (6) months of the award of the grant or the City's obligation to reimburse shall terminate. All requests for reimbursement must be made within nine (9) months of the award of the grant, or applicant shall be deemed to have waived any right to reimbursement and no reimbursement shall be made. One six (6) month extension to the six (6) month completion period may be granted for inclement weather, extenuating circumstances (as determined by the CDA) or the ordering of

special building materials, provided that the grant recipient requests an extension in writing prior to expiration of the completion period.

The owner/tenant shall comply with all applicable provisions of the Wisconsin Dells General Ordinances concerning equal employment opportunity and affirmative action programs and practices in connection with the construction work being completed using grant funds. The owner / tenant shall assist and actively cooperate with the City in obtaining the compliance of contractors with such provisions of the Ordinances, and with the rules, regulations and relevant orders issued by the City pursuant to such provisions of the Ordinances.

In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, the City cannot fund the project through the FIP.

PROCESSING STEPS

Step 1- After receiving plan approval from the Design Review Committee, applications must be submitted along with a \$100 non-refundable fee to:

Wis Dells Façade Improvement Grant Program
Attn: Nancy Holzem, City Clerk/Coordinator
300 La Crosse Street
Wisconsin Dells, WI 53965

Checks should be made payable to the Wisconsin Dells CDA RLF.

Applications must include the following:

- A. Written approval from the property owner / landlord using the Building Owner Consent Form
- B. Photographs of the facades to be improved including a narrative identifying any known defects
- C. Renderings or drawings to scale including a display board of the actual samples of the products and / or materials to be used in the sign or façade and a written project narrative identifying the project components

Note: All projects will be evaluated by the CDA and take into consideration colors, materials composition, and façade improvement themes consistent with the Downtown Dells Design Standards (if applicable).

D. Project Narrative including detailed cost breakdown and timeline of the proposed improvements

Step 2 - A City staff member will visit the site to review and discuss the proposed improvements to perform a preliminary review to determine how well the project meets the program objectives and requirements. If the proposal meets the requirements of the FIP, a Conditional Letter of Eligibility will be sent to the owner / tenant. This letter may require modifications or changes to the original proposal.

Step 3 – The City will schedule a CDA Meeting to include a formal review of the application and proposed project in greater detail. During this review, the applicant may be asked to provide additional or clarifying information, and / or to make modifications to the proposal. The CDA will then approve or deny the project.

Step 4 - Following approval by the CDA, City Staff and the City’s Attorney will prepare and furnish the applicant with the Grant Agreement.

Step 5 - The applicant must sign the grant agreement and return it to the City.

Note: The Grant Agreement must also be signed by the landlord / building owner.

Step 6 - The applicant must obtain all required permits for the required work. The applicant must display the sign provided by the City on the site indicating "Financing provided in part by the City of Wisconsin Dells Façade Improvement Grant Program."

Step 7 - The applicant pays for the completed construction work and submits paid receipts and lien waivers from the contactors to the RLF Administrator.

Step 8 - Following a final inspection, the RLF Administrator authorizes a check for the approved amount subject to both parties completing a Close-Out Form confirming project completion and full disbursement of funds.

Note: The following conditions must be met prior to fund disbursement:

- The grant recipient must submit a written signed statement that contains a list of all contractors and suppliers who worked on the approved project and confirmation that the work has been completed in accordance with the approved application.

- The grant recipient must submit final unconditional lien waivers from all contractors and suppliers.

- The grant recipient must supply proof that the improvements passed all final inspections and meets all City of Wisconsin Dells code requirements.

The City may also take those steps the City deems appropriate under the circumstances to verify the information provided and completion of the project as approved.

Note: The disbursement of RLF funds will only be to the maximum amount authorized in the original Grant Agreement or 50% of the Total Project Cost, whichever is less.

Attachments:

- Target Area Map
- Building Owner Consent Form
- Façade Improvement Program Application