

**COMMUNITY DEVELOPMENT AUTHORITY MEETING**  
**CITY OF WISCONSIN DELLS**  
**MARCH 29, 2017**

Chairperson Borchert 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 Borchert, Ald. Mike Freel, Ald. Jesse DeFosse, Shaun Tofson, John Campbell, Lisa Delmore and Joan Ragan  
  
Others: City Clerk/Coordinator Nancy Holzem, City Planner Chris Tollaksen, Tara and Scott Joles.
2. Motion by John Campbell seconded by Ald. DeFosse to approve the March 13, 2017 meeting minutes. Motion carried unanimously.
3. Application for Building Façade Improvement Grant submitted by Tara Joles for the Dells Bells Wedding Chapel at 43 La Crosse Street was reviewed. The applicant did provide notice from the Department of Revenue that she is now registered to collect Premier Resort Tax, a requirement of the program. Motion by Ald. Freel seconded by Shaun Tofson to approve the application for matching grant funds not to exceed \$8400, provided that the applicant submit more detailed cost estimates to the City Clerk. Funds to be release after paid receipts for the completed qualifying work have been turned in. Motion carried unanimously.
4. The committee again reviewed the façade grant manual to see if there were any changes that needed to be made. Discussion took place regarding the eligibility guideline that states in order to qualify for the grant the applicant *cannot have started their project until after receiving the necessary approvals from the DRC and the CDA*. Lisa Delmore stated that the grant was intended to be used as an incentive to get business owners to make improvement so why would we give them a grant if they have already started a project. Clearly they intended on do it without the grant. Both Aids. DeFosse and Freel agreed that the grant should be used for new businesses or for businesses that otherwise would not have made the improvements. There was discussion as to what constitutes the “start” of a project. City Planner Chris Tollaksen stated that currently there were two started projects that had inquired about the grant program. He too stated that he was looking for clarification regarding what constitutes the start of a project so he knows what to tell people. While the work on the these projects have primary been interior, the committee felt that any project where permits have been issue and work has started, would not qualify for the grant. The committee agreed that the manual will remain as defined. The applicant gets approval for the project from the Design Review Committee (DRC) then applies for the grant program with the Community Development Authority (CDA) before any work begins. Grants in the amounts of \$7,100, \$12,500 and \$8,400 have been awarded to date leaving a balance of \$72,000.
5. Next meeting will take place on Tuesday, April 11<sup>th</sup> at 5:45pm.
6. Motion by Ald. Freel seconded by Ald. DeFosse to adjourn. Motion carried unanimously and the meeting adjourned at 5:50pm.

Nancy R. Holzem  
City Clerk/Coordinator