

**VILLAGE OF GRAFTON**  
**COMMUNITY DEVELOPMENT AUTHORITY MEETING**

**MAY 7, 2014**

The Community Development Authority (CDA) meeting was called to order by Chair John Gassert at 6:15 p.m.

Members present: Chair John Gassert, Roger Kirgues, Trustee Jim Grant, Alan Kletti, Al Richards, and Dan McKelvey

Staff/Officials present: Village President Jim Brunnuquell, Village Administrator Darrell Hofland, Director of Planning and Development Jessica Wolff, and Village Attorney Michael Herbrand

**SELECTION OF COMMUNITY DEVELOPMENT AUTHORITY CHAIR AND VICE CHAIR**

Motion by Mr. Kletti, seconded by Mr. Richards, to appoint John Gassert as Chair and Roger Kirgues as Vice Chair for a three year term. Motion carried.

**MINUTES**

Director Wolff noted that item number 3, approval of the March 17 minutes should refer to approval of the April 2 meeting minutes. Director Wolff also distributed corrected minutes and noted that the motion regarding Atlas BBQ was corrected.

Motion by Trustee Grant, seconded by Mr. Kletti, to approve the minutes of the March 17, 2014 Community Development Authority meeting as amended.  
Motion carried.

**HEAR PERSONS REQUESTING TO BE HEARD**

None.

**REVIEW AND CONSIDERATION OF SIGN GRANT REQUESTED BY SARAH JAYNE PHOTOGRAPHY LOCATED AT 1323 WISCONSIN AVENUE**

Director Wolff presented the application. There was no discussion.

Motion by Trustee Grant seconded by Mr. Kletti, to approve the sign grant in the amount of \$250 to Sarah Jayne Photography located at 1323 Wisconsin Avenue as presented. Motion carried.

**REVIEW AND CONSIDERATION OF GUIDELINES FOR FAÇADE AND SIGN GRANT AWARDS**

Director Wolff presented the revised applicant that indicates only significant improvements are eligible for façade signs and replacement of nonconforming signs is eligible for sign grants.

There was discussion about the use of the sign grant program. Chair Gassert thought that the CDA decided to stop funding nonconforming signs following the deadline at the end of 2014. Administrator Hofland indicated that he was under the impression that the CDA wanted to discontinue the sign program downtown after the deadline but would continue it in the SCD. President Grant also noted that the Village could offer free staff review time as a form of assistance. Mr. McKelvey and other members indicated that the sign grant was a nice incentive for business owners and wanted to continue that approach with an annual review process of the program. The CDA decided to end the grant program for nonconforming signs following the deadline.

Motion by Mr. Richards, second by Mr. McKelvey, to (1) approve the revised façade program criteria to focus on significant improvements; (2) continue grant program as is to fund new signs up to 50 percent and not to exceed \$1,000; (3) end the grant program for nonconforming signs after the December 31, 2014 deadline; and (4) review these policies annually. Motion carried.

## **CLOSED SESSION**

Motion by Mr. Kletti, seconded by Trustee Grant to convene to closed session at 6:50 p.m. pursuant to Wisconsin Statutes 19.85(1)(e) for real estate and competitive bargaining matters (purchase of land for Lumberyard Site redevelopment purposes and amendment of Highland Ridge development incentive agreements).

Chair John Gassert - Yay  
President Jim Brunnuell - Yay  
Mr. Alan Kletti - Yay

Trustee Jim Grant - Yay  
Mr. Dan McKelvey - Yay  
Mr. Roger Kirgues – Yay

Motion carried.

A closed session of approximately 50 minutes was held. The CDA discussed negotiation strategies associated with the amendment of Highland Ridge development incentive agreements and purchase of property in the Lumberyard Redevelopment Site.

## **RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS**

Motion by Mr. Kletti, seconded by Mr. Richards, to re-convene to open session at 7:40 p.m.

Chair John Gassert - Yay  
President Jim Brunnuell - Yay  
Mr. Al Richards - Yay

Trustee Jim Grant - Yay  
Mr. Dan McKelvey - Yay  
Mr. Roger Kirgues – Yay

Motion carried.

## **ADJOURN**

Motion by Mr. McKelvey seconded by Mr. Kletti, to adjourn the meeting at 7:40 p.m.  
Motion carried.