

VILLAGE OF GRAFTON

COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

DECEMBER 7, 2011

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

CDA members present: Jim Brunnquell, Jim Grant, Alan Kletti, Al Richards, and John Gassert

CDA members absent: Roger Kirgues and Dan McKelvey

Staff/Officials present: Village Administrator Darrell Hofland, Director of Planning and Development Michael Rambousek

MINUTES

Motion by Jim Brunnquell, seconded by Alan Kletti, to approve the November 2, 2011 Community Development Authority meeting minutes, as presented.
Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None.

REVIEW AND CONSIDERATION OF A FACADE AND SIGN GRANT REQUEST FOR KAYSEN REALTY VALUATION LOCATED AT 1507 WISCONSIN AVENUE

Director of Planning and Development Michael Rambousek stated that Jim Kaysen, Kaysen Realty Valuation, is requesting a facade and sign grant for his building/business located at 1507 Wisconsin Avenue. Director Rambousek identified that this building is identified in the Lumberyard Site Redevelopment Plan as a building to be preserved and included in the plans for the redevelopment of the former Lumberyard site.

The estimated cost of the building renovation portion of the project is approximately \$45,000. This cost makes the applicant eligible for the maximum matching facade grant of \$20,000.

The estimated cost of the new sign is \$2,400, which makes the applicant eligible for the maximum matching amount of \$1,000.

Director Rambousek reviewed the proposed building renovation project. He indicated that the building improvements that are being proposed for the building are almost all to the front of the building (east facade).

Director Rambousek summarized the first floor changes which include replacement of the existing windows with new double-hung aluminum clad windows with flower boxes at the base of each window, a new main entry two-panel door with an upper mullion window pane, new main entry canopy awning to match the color and material of the primary roof, and decorative side panels and trim with sconce lighting surrounding the main door. All new windows will be enhanced with mullion line details and trim board lintels. All building accent details will be painted brown.

Director Rambousek stated that the enhancements to the second floor of the exterior include the removal of the asphalt roof with the replacement of a new standing seam metal roof painted brown, new fascia with bracket molding added to the second floor dormer, and a new pair of double-hung aluminum clad windows that will replace an area comprised of a trim board siding and a single window.

Director Rambousek is recommending that the roof be changed to a more historic looking tin colored roof. In addition, he is recommending that the brown color that is being proposed for the trim, be lightened. Director Rambousek indicated that he would like to discuss these changes with the applicant, at the Staff level, and if the changes look acceptable he would like to implement them as part of the final plan.

Motion by Jim Grant, seconded by Al Richards, to approve the facade grant request for Kaysen Realty Valuation located at 1507 Wisconsin Avenue up to the maximum matching grant amount of \$20,000, subject to a slightly brighter color and the addition of a third accent color to the primary façade. Approved unanimously.

Director Rambousek reviewed the sign grant request. He indicated that the proposed sign will be mounted on the second floor in the same location as the existing sign. The sign background will be high density Urethane (HDU) with a beige sandblasted finish. The green lettering will project slightly on both sides of the sign which will be mounted on a black steel bracket. The sign size will be approximately 3 feet by 4 feet or 12 square feet and will be mounted high enough to provide the required 9 feet of clearance. Director Rambousek stated that the sign meets the requirements of the grant program.

Motion by Jim Grant, seconded by Al Richards, to approve the sign grant request for Kaysen Realty Valuation located at 1507 Wisconsin Avenue up to the maximum matching grant amounts of \$1,000. Approved unanimously.

REVIEW AND CONSIDERATION OF A SIGN GRANT REQUEST FOR PJ'S FIELD OF DREAMS COLLECTABLES LOCATED AT 1309 WISCONSIN AVENUE

The CDA reviewed a sign grant request submitted by Karl Wagner, on behalf of the owners of PJ's Field of Dreams Collectables, located at 1309 Wisconsin Avenue. The proposed sign is to be mounted on the building column just west of their store entrance. The sign background will be a smooth finish plywood that will be painted green with a copper vinyl boarder and yellow vinyl lettering on both sides. The sign will be mounted from a black steel hanging bracket that matches adjacent tenant signage. The sign is approximately 3 feet by 4 feet or 12 square feet in area and will be mounted high enough on the building column to provide the required 9 feet of clearance. Director Rambousek stated that the proposed sign meets the requirements of the grant program.

The total cost of the sign is \$1,350 which makes the applicant is eligible for a grant of \$675.

Business owner Mel Buchholtz and sign designer Tom Lubner were present to answer any questions on the submittal.

Motion by Jim Grant, seconded by Al Richards, to approve a matching sign grant for the PJ's Field of Dreams Collectables located at 1309 Wisconsin Avenue in the amount of \$675. Approved unanimously.

It was the consensus of the members to move the two Old Business items to before Closed Session to accommodate those present.

OLD BUSINESS

2012 WISCONSIN DEPARTMENT OF NATURAL RESOURCES' MUNICIPAL DAM GRANT AWARD FOR BRIDGE STREET DAM

Village Administrator Hofland stated that the Village of Grafton has received notification from the Wisconsin Department of Natural Resources that Village has been awarded a \$282,695 as part of the WDNR's Municipal Dam Grant Program. (The Village's grant request was \$228,325.)

The Municipal Dam Grant Program splits funding as follows:

- 50% of the first \$400,000 of eligible project costs
- 25% of the next \$800,000 of eligible project costs

Administrator Hofland stated that in order to receive the full grant award amount of \$282,695, the total dam repair project cost would need to be \$730,780. He stated that the Village Board previously approved the "Option1" scope of repairs and set a limit for repairs at \$320,000. This option includes repair of the west abutment, replacement of the masonry wall which is adjacent to the west abutment with a reinforced concrete wall, reconfiguration of the observation area, and raising the river walk to reduce flooding. This option does not include the addition of a gate in the dam proper.

Administrator Hofland stated that the Village Board, and possibly the Board of Public Works, will be discussing the grant award at future meetings. They will also be reviewing the project and finalizing the scope of the repairs prior to requesting proposals for the project.

Al Kletti questioned the life span of the dam after the work is completed.

Sue Haas, 1226 Water Terrace, commented that the dam will be good for a 500 year flood event.

Administrator Hofland commented that the Village contacted Andrew Struck regarding the grant for the Village of Newburg. Since the Village of Grafton is downstream of the Newburg dam, it was questioned if dredging in Grafton be an eligible expense for the grant funds. Mr. Struck stated no.

Al Kletti questioned what constitutes a 500 year flood event. Sue Haas responded that a 500 year flood event is water at a level 1 foot over the 100 year flood event stage.

Administrator Hofland stated that this should solve the NR333 dam compliance issue.

Wayfinding Signage update

Director Rambousek reviewed changes to the new wayfinding signs based on suggestions from the CDA. He identified that the main lettering will be navy blue instead of white and there is now a border around the Village logo. The signs will be manufactured in December and installed in early 2012.

Jim Brunnquell questioned if the lower text could be enlarged. Director Rambousek stated yes.

The CDA identified that they were comfortable with the proposed changes and staff should move forward with the updated design.

CONVENE TO CLOSED SESSION

Motion by Jim Grant, seconded by Al Richards, to Convene to closed session, at 6:46 p.m., pursuant to Wisconsin Statutes 19.85(1)(e) for Real estate and competitive bargaining matters (purchase of property, redevelopment of industrial site, Highland Ridge project amendment, Lumberyard site, Grafton Village Center redevelopment area). Approved unanimously by roll call vote.

A closed session of approximately 1 hour and 25 minutes was held. During the closed session the CDA discussed development agreement strategies associated with a revised proposal for the Highland Ridge project area as well as a potential development for the former Lumberyard site, an industrial redevelopment site, and the potential purchase of property in the 1200 block of 12th Avenue.

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

Motion by Al Richards, seconded by Jim Grant, to reconvene to open session and the regular order of business at 8:26 p.m. Approved unanimously by roll call vote.

REVIEW AND CONSIDERATION OF EXPIRATION DATE FOR FACADE AND SIGN GRANTS AFTER APPROVAL

Director Rambousek reviewed a policy for the expiration of CDA approved facade and sign grants. He is recommending a one year approval expiration, if a building permit has not been applied for and issued, with the ability for the applicant to extend the approval expiration to a total of 18 months (six additional months) with CDA approval. In addition, if the grant recipient does not meet the approval timeframe limitation or does not request an extension, the CDA will have the ability to rescind the approval of the grant. This action must occur at a CDA meeting.

Director Rambousek identified that if a building permit has been applied for within the required time frame of one year or 18 months with an extension, the applicant will have one year to complete the facade or sign grant project as long as steady and continuous progress has been made toward completion of the project. If the grant recipient does not meet the approval timeframe limitation or does not request an extension, the CDA will then have the ability to rescind the approval of the grant but must do so as an official agenda item.

Motion by Jim Grant, seconded by Al Kletti, to approve the facade and sign grant approval expiration policy as proposed. Approved unanimously.

NEW BUSINESS

None.

ADJOURN

Motion by Jim Grant, seconded by Jim Brunnquell, to adjourn at 8:30 p.m. Approved unanimously.