

The regular meeting of the City of Chilton Redevelopment Authority was called to order at 4:00 p.m. by Chairman Dexter Sattler in the council chambers at the Chilton City Hall.

AGENDA POSTING:

On 1/6/17, copies of the agenda were delivered to the Members, City Department Heads, were made available to the media, and posted on the City Hall bulletin board and city web page.

ROLL CALL:

Five members of the Authority were present at roll call:

Greg Garton Gerald Vanne Steven Mueller
Dexter Sattler Gary Mathes

Other city officials present were Mayor Rick Jaeckels, Director of Public Works Todd Schwarz and City Clerk Helen Schmidlkofer. Absent: Bonita Rowland and Kathy Schmitzer.

Those in attendance recited the Pledge of Allegiance.

Moved by Vanne, seconded by Mathes and carried to approve the November 9, 2016 joint Plan Commission and RDA minutes.

Update on Redevelopment Authority Funds

Clerk Schmidlkofer reported the RDA has \$30,600.00 in their account due to the property sale to Chilton RE, LLC. \$741.00 rent received annually for 2 lots owned by the RDA.

Unfinished Business:

Mayor Jaeckels informed the RDA that Horizon did receive the Federal Home Loan Bank of Chicago award of \$347,656.00 for the new construction of 24 units of rental housing in the City of Chilton but Horizon is still waiting on tax credit determination from WHEDA. Within the next month or so there will be additional guidance from WHEDA regarding future corporate tax rate changes due to the recent presidential election. The council did approve additional assistance to Horizon's project by approving an additional \$150,000.00 for Uptown Commons II Project. WHEDA did push back the application deadlines and the City has to wait and see how Horizon does with their application for tax credits.

Sattler indicated that the RDA packets included the request for proposal that was prepared for development in the Uptown. The City prepared the RFP so that Horizon could acquire points for responding to an RFP. The RFP was placed on the city's website, along with a Class II notice in the Chilton Times Journal.

Review properties/parcels within the Central Business Districts Uptown and Downtown.

Central Business District - Uptown

DPW Schwarz indicated there are no plans submitted to the City as this point regarding the Uptown development of a liquor store and expansion of a current establishment.

Garton questioned if the City made any modifications to fence requirements for establishments that serve alcohol. DPW Schwarz noted this was taken care of at the November 15, 2016 council meeting. The limitation on issuance of beer gardens licenses reads as follows:

(1) The outdoor consumption area shall be completely enclosed with a fence, wall or screen not less than four (4) feet in height. The outdoor premises shall not be closer to the street than the principal building and shall not protrude on the front and abutting street. Schwarz noted the height of the fence use to be 8 feet.

Central Business District - Downtown

307 East Main Street the façade of is currently being updated.

238 East Main Street will have the exterior east wall updated. The contractor is the same for both properties. In addition at 238 East Main Street the upstairs apartment is completed and rented out. (2,100 sq. feet)

259 East Main Street – concerns that this vacant lot has turned into a parking lot. RDA members requested that this would be reviewed by the Police Department. Mathes noted particularly when this is a grass lot and not an established parking lot; it is an eyesore. Mayor Jaeckels shared his opinion that he has concerns with an impervious surface and noted this has to be reviewed again. The surface should be cement or blacktop.

241 East Main Street – concerns with vehicles, boat and house trailer still parked in yard. When the owner was in attendance at previous RDA meetings it was stated that this would be cleaned up. This should be looked at by the Police Department.

Election of Officers:

Moved by Vanne, seconded by Mathes to approve the appointment of Sattler as chairperson for a term of January 11, 2017 to August 31, 2017. (Term runs 9-1 to 8-31 of each year) Motion carried.

Moved by Garton, seconded by Vanne to approve the appointment of Mueller as vice-chairperson for a term of January 11, 2017 to August 31, 2017. (Term runs 9-1 to 8-31 of each year) Motion carried.

Review City of Chilton Redevelopment Authority Guidelines and Plans

Chairman Sattler said the Uptown Master Plan was created in 2003 and the Downtown Master Plan in 2005. The documents have become dated, for example the objectives and visions are basically the same. The plan itself has to change due to removal of buildings and non-existing parking lots. An example is Uptown Commons now exists which is great to see that this goal was accomplished. In fact if you look at downtown and uptown areas there have been a lot of improvements.

In fact, in the downtown plan it was noted to remove the old dry cleaners building located at 317 East Main Street. Brief discussion then took place regarding that building; it currently is living quarters and environmental testing was done on this property.

The old Plating Company located at 317, 415 and 420 East Main Street – currently the City is working with the DNR regarding clean-up, grants and a potential new owner.

Mueller commented that in fact when a person drives into the City from the east end that area looks

rough. There certainly are areas of improvement. Open communication between the City and with the property owners may be beneficial and a means of working with the owners.

Discussion then took place who the property owners are in the area and who is using the property for what type of business, etc.

476 East Main Street – owner is G. Schneider. Currently there are no buildings on the property.

Delinquent property taxes.

317, 415 and 420 East Main Street – owner McNeely. Several buildings on the property.

Delinquent property taxes and SBA Loan. EPA work has been completed as well as Phase 1 and Phase II environmental work completed with assistance from the City of Chilton. The City is working with Calumet County, Kevin McKnight, DNR Remediation and Redevelopment Program and Naletta Burr, WI Economic & Community Development to acquire grants to clean-up the property which would include demolition of the existing buildings. This would include what type of future buildings could be built without any concerns with environmental issues. This is a slow process and the City is still waiting on how to handle the SBA loan.

Discussion then took place when the RDA was created a central theme and vision was created to have the uptown and downtown areas appeal to residence and visitors. Also when property owners make changes there is a theme or an outline for them to follow instead of no guidance.

The City no longer offers revolving loans for property owners in the uptown or downtown central business districts. Similarly the RDA doesn't have funds to assist property owners with improvements either.

Both DPW Schwarz and City Clerk Schmidlkofer indicated that the RDA district maps mirror the tax incremental districts however several businesses are currently not included and should be due to the fact when you look at a business district it should include all the businesses. Members reviewed the maps and suggested that the RDA proceed with revisions. Tax Incremental District (TID) No. 5 located downtown no longer exists and some of the proposed future expansions for the Uptown area are not in TID #4. The RDA members would appreciate the property owners to be involved with any proposed changes.

Brief discussion took place regarding the current proposed expansion and improvements to an uptown project and how this property has some parcels in TID #4 and some parcels are not. Similarly some of the parcels are in the RDA Uptown Business District and some parcels are not. It's okay to have rules or guidelines for property owners however the amount of control or rules should be handled with caution.

Chairman Sattler read, "One of the main concerns on the uptown master plan under restrictions reads: Restrictions are apt to be implemented to support goals that may not be feasible hereby causing undue hardship on a property owner." That was one of the main and first concerns.

Garton agreed you want to have the front of the building look consistent.

DPW Schwarz noted that the RDA is less restrictive than the Uniform Dwelling Code (UDC). The City and RDA would work with the property owners and see what they would like to do.

Redevelopment Authority

Chairman Sattler stated that the group reviewed the objectives in the central business district, as well as the Uptown and Downtown Master Plans. Sattler then inquired if there were any other thoughts or comments regarding the Architectural and Design guidelines. No comments were received.

Sattler commented the Building Inspector Birschbach was not aware of some of the guidelines because he was going by the building code and not the Central Business District guidelines.

Suggested revisions are:

- Remove the Karl-Kent photo.

- Delete Community Development Director.

- Remove funding sources, revolving loan and tax credits.

Moved by Garton, seconded by Mueller to approve amendments to the City of Chilton Central Business District Architectural and Design Guidelines. Motion carried.

DPW Schwarz inquired what the procedure would be for building changes for properties located in the Uptown and Downtown business districts. In the past, the former Development Director met with the RDA Architectural and Design committee to approve building permits or site construction. Discussion continued on the timeline, number of requests and how to best serve the property owners.

Moved by Vanne, seconded by Mueller and carried to appoint an Architectural and Design Committee to assure compliance with design guidelines. Members of the committee are Gary Mathes, Greg Garton and Gerald Vanne.

DPW Schwarz questioned design and development guidelines on regarding Design and Development Guidelines states, “facades of all buildings and structures shall be visually pleasing and architecturally and aesthetically comparable with the surrounding environment.”

Visually means you can see all sides of a building depending where the building is located and if there is a parking lot next to the building you can see the side and or back of a building. So this clearly should encompass all sides of a building if visible. Why wasn't this addressed with the building at the corner of Main and State Street? That particular building is visible from the back, both sides and the front. Also discussed the building located at 28 West Main Street, the front, side and back are all exposed due to parking lots.

Chairman Sattler looked up the definition of façade on his phone from google. Façade is defined as “the face of a building especially the principal front that looks onto a street or open space.”

Moved by Vanne, seconded by Garton to amend the guidelines to include the definition for “façade: the face of a building especially the principal front that looks onto a street or open space.” Motion carried.

Clerk Schmidlkofer will provide the statutory guidelines for revisions to the RDA maps. In particular if a public hearing is necessary and what the notice requirements are. Redevelopment Plan #1 and #2 will be reviewed at a future meeting.

Redevelopment Authority

Moved by Garton, seconded by Mueller to go into closed session at 5:03 PM under WI Statute 19.85 (1) (e) to negotiate the sale of public property. Roll call vote.

Greg Garton-aye	Gerald Vanne-aye	Steven Mueller-aye
Dexter Sattler-aye	Gary Mathes-aye	Bonita Rowland-absent
Kathy Schmitzer-absent		

5 votes cast 5 votes aye. Motion carried.

In closed session discussed the sale of public property.

Moved by Mueller, seconded by Mathes to return to open session at 5:17 PM. Roll call vote.

Greg Garton-aye	Gerald Vanne-aye	Steven Mueller-aye
Dexter Sattler-aye	Gary Mathes-aye	Bonita Rowland-absent
Kathy Schmitzer-absent		

5 votes cast 5 votes aye. Motion carried.

Moved by Mueller, seconded by Garton to list the sale price for the RDA's two commercial lots as negotiable. (One lot is 5.97 acres and the other is 1.43 acres). Motion carried.

Moved by Vanne, seconded by Mueller to adjourn at 5:19 p.m. Motion carried.

Helen Schmidlkofer

Helen Schmidlkofer, MMC
City Clerk