Redevelopment Authority

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Final Minutes

Monday, March 27, 2017 | **6:00 PM** | **De Pere City Hall Council Chambers**

Call to Order

The meeting was called to order at 6:00 PM by Board Member Jerry Henrigillis

Attendee Name	Title	Status	Arrived
Jerry Henrigillis	Board Member	Present	
Carol Karls	Board Member	Present	
Bill Komsi	Board Member	Present	
John Nusbaum	Board Member	Excused	
Ted Penn	Chairman	Excused	
Joe Van Deurzen	Board Member	Present	
Julie Van Van Straten	Vice Chair	Excused	

Also present: Planning Director Kim Flom and members of the public. Since both the chairman and vice-chair were absent, the board needed to elect a chair pro-tem to run the meeting. Jerry Henrigillis volunteered, seconded by Joe Van Deurzen, to serve as chair pro-tem. Upon vote, motion carried unanimously.

2. Approval of the minutes of the November 28, 2016 meeting of the Redevelopment Authority.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Bill Komsi, Board Member
AYES:	Jerry Henrigillis, Carol Karls, Bill Komsi, Joe Van Deurzen
EXCUSED:	John Nusbaum, Ted Penn, Julie Van Van Straten

3. Review and recommendation for a $10,000 facade grant application for 317 S. Main Ave Facade (also known as the Kerkhoff or the Fred Gabel Building).

Economic Planning Director Kim Flom reviewed the facade grant application submitted by Life Church for 317 Main Avenue. She reported that the applicant bought the building with the intent to renovate and rehabilitate the building for a variety of uses. She reported that the second floor rental units will remain, as well as Gevers Barber Shop on the first floor, with the addition of a possible coffee shop alongside Gevers. Thus, the building will remain a taxable building. She added that Definitely De Pere has been working closely with the applicant. One of the key elements of the renovations is that the applicant desires some operable windows, or a garage door that would be able to be opened on nice days, similar to the garage doors at another downtown business, S.A.L.T. Kim explained that the procedure for reviewing facade grants has changed recently. They used to be approved by the RDA and then the invoices were separately reviewed by RDA, Finance/Personnel, and Council. From now on, the application will be reviewed by RDA and then Council. As long as the applicant fulfills the grant requirements, payments will be reviewed, certified and authorized by staff. She stated that this process can be amended by City staff. Discussion followed, and all RDA members were in agreement of this process change. Bill Komsi asked if additional parking is required. Kim replied that no new parking is required to be constructed. There was some discussion as to what would happen if the full grant amount was paid, but then the actual costs incurred were less than the estimates. Kim explained that payment of the grant is a reimbursement based on the final bill of the facade project so the grant would not be paid out until the final bill was submitted. The members had some questions for the applicant, so Jerry Henrigillis moved, seconded by Joe Van Deurzen, to open the meeting for public comments. Steve Engelbert, the facility manager of Life Church, will be managing the project. Carol Karls had a few questions regarding the estimates for the project. Steve clarified that three doors will be replaced and all doors will have glass above the doors and within the doors. He also stated that all gray areas in the rendering are windows. Steve also mentioned that the garage doors will not go all the way down to the sidewalk. Carol also asked for clarification on the wording of "touch up paint" on the estimate. Steve answered that painting will actually occur on all non-brick areas that are cream on the front facade. These areas will be painted black. Discussion occurred about the stone on the front fa?ade under the windows. Steve noted that while the rendering showed a decorative panel, the stone will remain as is. Kim mentioned that additional clarification is needed on this point. Jerry Henrigillis moved, seconded by Carol Karls, to go back to regular order. Upon vote, motion carried unanimously. Carol Karls suggested a review of final changes to be submitted to staff, including updated and more detailed cost estimates, the cut sheet for the garage doors, and the confirmation of work proposed for the stone on the front facade. Kim stated that she would have these items available for review at the Council meeting in April. Joe Van Deurzen moved, seconded by Jerry Henrigillis, to approve the facade grant. Upon vote, motion carried unanimously

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Jerry Henrigillis, Carol Karls, Bill Komsi, Joe Van Deurzen
EXCUSED:	John Nusbaum, Ted Penn, Julie Van Van Straten

4. Downtown Project Updates

Planning Director Kim Flom provided an update to current downtown projects. She reported that the revolving loan fund request for New Leaf Market is still in progress and the project is moving forward. Joe Van Deurzen asked about the status of the Riverwatch project. Kim reported that she just recently received notification that the developers of the Riverwatch development have pulled the project for consideration at this time. Joe then asked for an update on the Mulva Center project. Kim stated that there was nothing new to report on the Mulva Center as nothing has formally been submitted to the City at this time.

RESULT:	**DISCUSSED**

Adjournment

Joe Van Deurzen moved, seconded by Bill Komsi, to adjourn the meeting at 6:56 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker