Redevelopment Authority

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

Regular Meeting

Final Minutes

Monday, March 26, 2018 | 6:00 PM | De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Vice Chair Julie Van Straten

Attendee Name	Title	Status	Arrived
Jerry Henrigillis	Board Member	Present	
Carol Karls	Board Member	Present	
Tina Quigley	Board Member	Present	
Ted Penn	Chairman	Excused	
Joe Van Deurzen	Board Member	Present	
Julie Van Straten	Vice Chair	Present	

Also present: Development Services Director Kim Flom and members of the public.

2. Approval of the minutes of the February 26, 2018 Redevelopment Authority meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Carol Karls, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

3. Review 330 Main Avenue (WD-371) Facade Grant Application, submitted by Luna Coffee, LLC.*

Development Services Director Kim Flom reviewed the facade grant application for Luna. The applicant was not familiar with the facade grant guidelines and included the cost of new signage in their application, which is currently not an approved facade grant cost. Luna met with City staff last week and asked for permission to keep the signage on the application in the event that the RDA changes the guidelines to include signage in the future. While the applicant is not ready to go to Council, she wanted to get the application submitted so they can get started on the work. At this time, they are looking for a conceptual review and approval. Kim added that they may or may not remove the awning as part of the work to be done, which is an approved facade grant cost. The primary work that the applicant would like to get started on is painting of the front facade. Tina Quigley asked if the RDA can provide a conceptual approval without a final dollar amount until they come back to the RDA with finalized costs, and Kim replied yes. Carol Karls moved, seconded by Tina Quigley, to conceptually approve the facade grant provided Luna returns to the RDA with more detailed cost estimates. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Carol Karls, Board Member
SECONDER:	Tina Quigley, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

4. Review 109 N Broadway (ED-774) Facade Grant Application, submitted by SAKS Holdings, LLC.*

Development Services Director Kim Flom reviewed the facade grant request for the property commonly known as the Bilotti's Building. This building is not listed on any state or national historic registers. The applicant did not submit any renderings but did include pictures of what the building currently looks like. Kim noted that the work proposed is not a redesign ,but more of a restoration, which will change the look of the side and rear of the building. There are two invoices that were paid for and work was done before the application was received. According to the current facade grant guidelines, no work should begin until an application is submitted. Joe Van Deurzen moved, seconded by Julie Van Straten, to open the meeting for public comments. Upon vote, motion carried unanimously. Andy Krans addressed the board, explaining the project. He reported that due to time constraints to allow the new tenant to be able to open by May, some work had to be completed before the application was submitted. He asked for the RDA to consider including these items, noting that the construction process does not always follow precise deadlines. He added the importance of the RDA to be somewhat flexible and take this into consideration when reviewing this and other facade grant applications. He doesn't want other property owners to get the idea that the facade grant process is too complicated, which could hinder people from applying for grants. Kim reminded everyone that the guidelines are just guidelines, they are not code. Tina Quigley moved, seconded by Jerry Henrigillis, to approve the facade grant up to $5600, which includes the work that was already completed. Upon vote, motion carried unanimously. Kim reminded everyone that the facade grant recommendation will go to Council on April 4, 2018. Joe Van Deurzen moved, seconded by Jerry Henrigillis, to go back to regular order. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Tina Quigley, Board Member
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

5. Review 113 N Broadway (ED-773) Facade Grant Application, submitted by SAKS Holdings, LLC. *

Development Services Director Kim Flom reviewed the facade grant application for 113 N Broadway. The project consists of facade restoration and window and door replacement on the front of the building and awning removal/replacement, masonry work, and exterior lighting and painting on the rear alley-facing side of the building. Based on the preliminary cost estimates and the intensity of the work being proposed for this building, the facade grant award could range from approximately $5000 to the maximum cap amount of $10,000. Carol Karls moved, seconded by Tina Quigley, to approve the facade grant for the maximum amount of $10,000. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Carol Karls, Board Member
SECONDER:	Tina Quigley, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

6. Review 115 N Broadway (ED-772) Facade Grant Application, submitted by SAKS Holdings, LLC.*

Development Services Director Kim Flom reviewed the facade grant for 115 N Broadway, which is only looking at restoring the rear of the building to a more traditional brick finish, cleaning it up and providing unified fixtures along all three buildings (109, 113, and 115 N Broadway) across the back. The applicant does not have detailed quotes for this project, but they are the same contractors doing work at 109 and 113 N Broadway. Jerry Henrigillis moved, seconded by Tina Quigley, to open the meeting for comments. Upon vote, motion carried unanimously. Andy Krans addressed the board, explaining that the intent of the work on this building is to clean up the back of the buildings to make them more attractive and inviting since many people park in the parking lots and walk through the alley to get to the front of Broadway. This building is currently leased to Jonny Olives. Carol Karls moved, seconded by Joe Van Deurzen, to go back to regular order. Upon vote, motion carried unanimously. Jerry Henrigillis moved, seconded by Carol Karls, to approve the facade grant in the amount of $1042.00. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jerry Henrigillis, Board Member
SECONDER:	Carol Karls, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

7. Review updated 353 Main Avenue Facade Grant Application, submitted by SAKS Holdings, LLC. *

Development Services Director Kim Flom reviewed the facade grant for 353 Main Avenue. She reported that the RDA approved a previous facade grant for this property in the fall of 2017 and asked the applicant to come back to the RDA with more detailed cost estimates. All of the estimates provided are for exterior building improvements, which would result in a grant of $4457.00. Tina Quigley moved, seconded by Jerry Henrigillis, to approve the facade grant. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Tina Quigley, Board Member
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

8. Review updated 363 Main Ave. Facade Grant Application, submitted by SAKS Holdings LLC *

Development Services Director Kim Flom reviewed the facade grant application for 363 Main Avenue. She explained that a previous facade grant application for $3441.40 was approved by RDA and Council for this address in the fall of 2017. During the course of the project, the scope of improvements and the costs increased and the applicant is requesting additional facade grant funds in order to cover those costs. Overall, the costs increased by approximately $10,000. Kim added that some of the work falls into the gray area of the facade grant guidelines. Decorative fencing is not permanent and could possibly fall under the category of personal property and be removed if the owner sells the building. Tina Quigley noted that she approves of the fencing if it enhances the physical environment. Carol Karls agreed that this type of fencing would be ok to include. Also included in the quotes is work for the placement of an interior structural beam. However, Kim noted that the placement of the beam allowed the applicant to make some exterior improvements that otherwise would not have been possible without the beam. She suggested that the RDA speak with the applicant to clarify whether the fencing and beam should be considered. Tina Quigley moved, seconded by Julie Van Straten, to open the meeting for comments. Upon vote, motion carried unanimously. Andy Krans provided an explanation of the decorative fencing, stating that the fencing will carry across the two buildings (353 and 363 Main Avenue) as well as the Landscape Artisans and Stowe Drug buildings. Having the fencing match across the four buildings would look more attractive and would enhance the facade. The fencing at 363 Main Avenue would create a boxed in dining area with seating. Julie Van Straten moved, seconded by Joe Van Deurzen, to go back to regular order. Upon vote, motion carried unanimously. Carol Karls moved, seconded by Jerry Henrigillis, to approve the facade grant in the amount of $2191.46, which includes the decorative fencing and structural beam. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Carol Karls, Board Member
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

9. Facade Grant Guidelines - Review Request*

Due to time restraints and the Chair being absent from tonight's meeting, the RDA decided to defer discussion on this item to the next regular meeting, scheduled for Monday, April 30, 2018.

RESULT:	**TABLED [UNANIMOUS]** **Next: 4/30/2018 6:00 PM**
MOVER:	Julie Van Straten, Vice Chair
SECONDER:	Tina Quigley, Board Member
AYES:	Henrigillis, Karls, Quigley, Van Deurzen, Van Straten
EXCUSED:	Ted Penn

Adjournment

Carol Karls moved, seconded by Jerry Henrigillis, to adjourn the meeting at 7:06 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker