



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT AUTHORITY
HELD ON TUESDAY, MAY 14, 2019

AGENDA ITEMS

- 1. Call to Order & Welcome by Vice-Chair Maloney.**
Community Development Authority Meeting was called to order by Vice-Chair Mark Maloney at 5:00 pm.

- 2. Roll Call of CDA by recording secretary:**

Roll call indicated 5 Community Development Authority members present.

<u>Member</u>	<u>Present</u>
ZEYGHAMI, HOOSHANG	NO – Excused
MALONEY, MARK	YES
BERGER, SCOTT	YES
HAGEDORN, TODD	NO - Excused
JELMELAND, DAVID	YES
KNOPF, MICHELLE	YES
WINKELS, STEPHEN	YES

- 3. Public Comment**
There was no public comment
- 4. Review of Community Development Authority Roles & Responsibilities**
Higgins stated this was just the annual review of the Roles and Responsibilities of the CDA which are outlined in the Village Municipal Code.
- 5. Review of 2019-2020 CDA Priority Projects and Tasks**
Higgins stated that last year there was a long list of projects and tasks that have now been paired down and condensed to current and future projects the CDA is/will be working on over the next year. There is also a list of new and potential Economic Development projects in TIF 1, TIF 2, and outside the TIF. Maloney asked if we could keep this list on the agenda each month as a reminder. Higgins stated she will keep it on the agenda and continue to update the list as projects are added or completed. She said she could include brief updates to the members knew where we were at with the project too.



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6. Approval of minutes from April 9, 2019, Meeting.

Motion by Jelmeland, second by Knopf: to approve the minutes from the April 9, 2019, CDA Meeting.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

7. Acknowledge Report: April 2019 Building Permits.

Motion by Berger, second by Winkels: to acknowledge the April 2019 Building Permits report.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

8. Acknowledge Report: January-April 2019 New Business Occupancy Permit Issuance.

Higgins stated that this is a new report that will be on the agenda each month so the Commission will know what new businesses are coming into the community.



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Motion by Winkels, second by Jelmeland: to acknowledge January-April 2019 New Business Occupancy Permits report.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

9. **Approve disbursement of TIF funding for Birchwood Highlands East – Unit 1, 3605 Cross Pointe Blvd., per Amendment of Development Agreement for Purposes of Final Engineered Design, dated February 20, 2017.**

Higgins stated in February 2017 the CDA approved an amendment to United Financials' original Development Agreement for the multi-phase Birchwood Highlands Senior Housing Development. As part of the agreement the CDA and the Board of Trustees agreed to fund \$5,000 per unit to go towards the added cost of providing underground parking. There are 31 units, which means they would be eligible for a \$150,000 TIF grant if they met the project \$1,350,000 taxable value. Per Village Assessor Greg Schmidt's 2019 Notice of Changed Assessment that amount was actually exceeded making them eligible for the grant.

Motion by Berger, second by Knopf, to recommend to the Board of Trustees the disbursement of TIF funding for Birchwood Highlands East – Unit 1, 306 Cross Pointe Blvd., per Amendment to Development Agreement for Purposes of Final Engineered Design, dated February 20, 2017.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS



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<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

10. **Authorize Staff to work with Northcentral Wisconsin Regional Planning Commission on the Village's Housing Study, including the Housing Affordability Report required by Wisconsin Act 243**

Higgins talked about Act 243 and when it was being developed in the Assembly it had been called the Developers Bill. The main purpose of the Bill was to limit municipal powers to regulate development and recover the cost of serving new development.

Higgins stated that over the last year staff has been working with the Plan Commission and CDA on projects to help the Village meet the requirement of Act 243, which included a Zoning Ordinance update. The next project would be to complete a housing study so a Housing Affordability Report can be prepared to meet the requirements outlined in Act 243. This would include a review of Act 243, demographics and land records information, analysis, findings, and recommendations to see what type of housing the Village would need. She also stated that they talked about this at the Plan Commission meeting on Monday and they recommend approval of it.

Jelmenland stated that the League of Municipalities article included in the packet mentioned that that a builder now has an option if they want to put up a development they don't have to set aside a certain amount of land for parks, that they would just have to pay a fee. Higgins stated that we have always had a fee in lieu of parkland dedication and we have made updates to the Zoning Code to make sure we meet the requirements of Act 243. We still have some work to do in the Subdivision Ordinance to make it compliant with Act 243 with and one of those projects will be a needs assessment related to



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parkland. Higgins did state we have a fee in lieu of parkland dedication for single family lots including duplexes, and multi-family is calculated by how many bedrooms there will be.

Motion by Winkels, second by Knopf, to authorize staff to work with Northcentral Regional Planning Commission on the Village's Housing Study, including the Housing Affordability Report required by Wisconsin Act 243.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

11. Camp Phillips Centre Project Update

Donner stated that the Village Attorney Charles Sweeney met with DNR legal council and the attorney that is representing JSD to talk about the status of the artificial wetlands and to talk about how to move the individual permit forward.

Jelmeland asked when construction might begin and if multi-family housing was still going to be a part of the Camp Phillips Centre. Donner stated there are still some things that need to be approved before construction can begin so a time frame has yet to be determined at this time. Higgins stated that multi-family has always been a part of the project. There needs to be people within the development during all hours of the day to attract the retailers.

FUTURE ITEMS

12. Next meeting date(s): **Please note new time of meeting**
a. Tues. June 11, 2019 @ 5:00 p.m. Regular Meeting



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- b. Tues. July 9, 2019 @ 5:00 p.m. Regular Meeting
 - c. Tues. Aug. 13, 2019 @ 5:00 p.m. Regular Meeting
 - d. Tues. Sept. 10, 2019 @ 5:00 p.m. Regular Meeting
 - e. Tues. Oct. 8, 2019 @ 5:00 p.m. Regular Meeting
 - f. Tues. Nov. 12, 2019 @ 5:00 p.m. Regular Meeting
 - g. Tues. Dec. 10, 2019 @ 5:00 p.m. Regular Meeting

13. Remarks from Staff and Commission Members.

a. Review Commissioner Contact Information.

Higgins presented the Committee members with everyone's contact info for them to review and update.

b. Update on Recruitment of new Economic Development Coordinator Position.

Higgins stated that the job was offered to Tom Chartrand a grad student from UW-Milwaukee and he will be starting in mid-June.

14. Adjournment of CDA.

Motion by Knopf, second by Berger: to adjourn the meeting at 5:32 p.m.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES