

REDEVELOPMENT AUTHORITY MEETING

City Hall

12 Albion Street, Edgerton

Wednesday, May 29, 2024 at 6:00 P.M.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call.
2. Confirmation of appropriate meeting notice posted Friday, May 24, 2024.
3. Approve meeting minutes from May 6, 2024.
4. Old Business:
 - A. Consider TIF policies and programs.
5. New Business:
 - A. Consider façade grant for 11 N Henry Street.
 - B. Consider special façade program for improvements to alley facades.
 - C. Consider proposal for development of program marketing materials.
6. Public comments for persons desiring to be heard.
7. Adjourn.

cc: Commission Members
City Engineer

All Council Members
Newspapers

Department Heads

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341.

"Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Redevelopment Authority."

**MAY 6, 2024 REDEVELOPMENT AUTHORITY MEETING MINUTES
CITY OF EDGERTON**

Jim Kapellen called the meeting to order at 6:15 p.m.

Present: Chris Lund, Michelle Crisanti, Rebecca Diedrick, Jim Kapellen, Ron Webb, Casey Langan, and Todd Wescott.

Others Present: City Administrator Ramona Flanigan, Alderpersons Candy Davis and Shawn Prebil

Flanigan confirmed the meeting agendas were properly posted on Friday, May 3, 2024 at the Post Office, Edgerton Library, City website, and City Hall.

ELECT CHAIR: A Jim Kapellen/Ron Webb motion to nominate Casey Langan as Chairperson passed on a 7/0 roll call vote.

ELECT VICE CHAIR: A Ron Webb/Chris Lund motion to nominate Jim Kapellen as Vice Chairperson passed on a 7/0 roll call vote.

MINUTES: A Jim Kapellen/Ron Webb motion to approve the April 8, 2024 RDA minutes passed, all voted in favor.

OLD BUSINESS: With the creation of another TIF, Casey Langan would like the RDA to work on bringing back the interior and exterior façade grant programs. He would also like to expand the program to include the alleyways behind the businesses. He suggests putting a deadline on the eligibility so the committee can gauge if the program in getting any interest.

NEW BUSINESS: A Rebecca Diedrick/Chris Lund motion to approve a façade grant for 16 W Fulton St for roof repair in the amount of \$2,280 passed on a 7/0 roll call vote.

A Jim Kapellen/Ron Webb motion to approve a façade grant for 204 W Fulton St for tuckpointing in the amount of \$3,746 passed on a 7/0 roll call vote.

Being no other business, a Chris Lund/Ron Webb motion to adjourn passed on a 7/0 roll call vote.

Ramona Flanigan/wjl
City Administrator

Memo

To: RDA
From: Staff
Date: 5/24/2024
Re: May 29, 2024 Meeting

TIF#10 Programs: With the creation of the new downtown TIF (TIF #10), the RDA should review its programs to determine if any programs from TIF #6 will be offered with the new TIF, or if any new programs should be developed. The new TIF will provide funding for individually negotiated incentives for large projects like was the case in the old TIF. Examples of such projects include Swifhaven and the warehouse redevelopment projects. Does the RDA want to continue with the formula programs – the façade grants and the small economic development grants? If so, which of the following existing program policies does the RDA wish to continue or modify?

Façade Grant

- All parts of the exterior of the building are eligible, including roofs.
- Program pays 40% of project costs up to a \$5,000 grant

Small Economic Development Grant

- Pays for code related improvements (such as accessibility improvements) and mechanical replacements (furnaces, HVAC)
- Pays for building upgrades that are part of larger project (for example: creation of new apartment; structural modifications)
- Program pays 40% of project cost up to \$3,000

Rules that apply to both programs

- No limit on how many grants per building; one grant per "aspect" of a project such as HVAC, plumbing, etc
- Request 2 bids for each project but allow only one bid
- Pay for material only, no labor, for self-performed work
- Grant has to be approved before work is started
- Incentives are not paid to owners who owe the City money

Potential Policies:

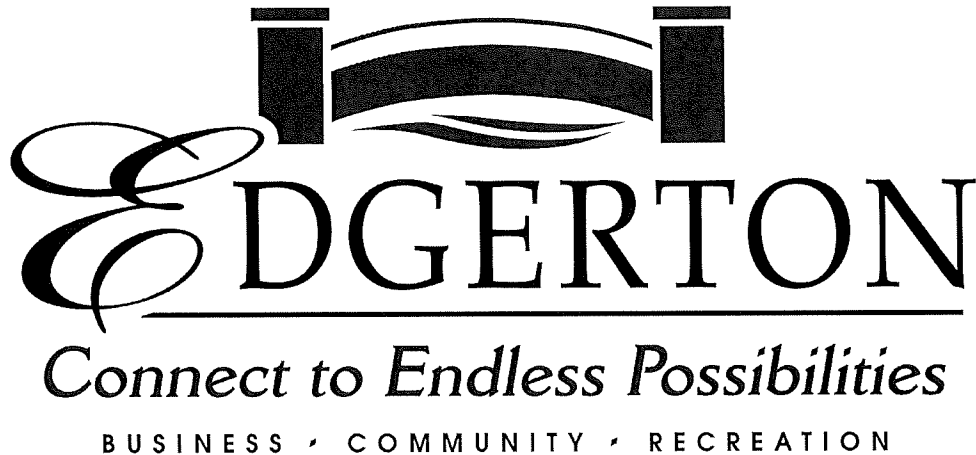
- Should the program include a project completion deadline?
- Should we allow more than one grant per year?
- If more than two (or three) grants are approved in one year, should the owner have to guarantee an increase in property value?
- Should single family homes that are in the district be eligible for grant programs if the home is not part of a redevelopment project?
- Should the city continue to pay for design services for façade that are undergoing a significant change.
- Should we rename the Small Economic Development

Façade grant for 11 Canal Street: The owner of 11 Henry Street (C&M Printing) is seeking a grant for stucco repair and painting of the structure. The bid for the work is \$2,830. The maximum grant amount would be \$1,132. Please note that, if the grant were approved, the funding source for this project would be from the limited ED Fund from which each property can only receive one grant per year. A Certificate of Appropriateness has been issued.

Special Façade Program for alley facades:

Potential polices:

- Increase in grant percentage
- Increased grant amount
- Funding for visible upgrades only such as doors and windows dumpster enclosures, etc.
- How long should the program run?



City of Edgerton Downtown Interior Improvement Grant Policy and Application

Objective: The purpose of the Downtown Interior Improvement Grant is to provide financial assistance for a portion of costs associated with *interior building improvement projects that address code related issues and contribute to the improvement and economic vitality of the Downtown.*

What projects are eligible?

Interior building rehabilitation projects that make improvements that would benefit any future user of a property that deemed necessary to stimulate development projects and preserve historic structures located within TIF District #10 in which the City's investment is no more than \$3,000 or 40% of the project costs. The Redevelopment Authority (RDA) will avoid funding improvements made for a specific business if those improvements are not likely to be useful for a future user.

What projects are priorities?

- Improvements to structures utilized for commercial (including multifamily residential) or mixed used purposes.
- Improvements to attract a commercial land use to the downtown.
- Improvements that further building code compliance such as electrical upgrades, plumbing upgrades, accessibility upgrades, HVAC upgrades, etc. in a commercial or mixed-use building.
- Improvements to historic buildings ~~that are planned to remain that are also located in the Fulton Street Historic District.~~
- Improvements to buildings that are in prominent locations, especially commercial buildings.
- Improvements to attract a land use that will improve the business mix in the downtown.

When can I apply?

~~Before the project begins. The application can be filed during the construction project but the applicant risks completing work that is not consistent with the objectives of the RDA and cannot therefore be funded with ED funds.~~

What do I need to apply?

- Need to be either the owner or a tenant with a lease on the property. ~~or a property purchaser with a copy of an accepted offer to purchase. Lease must have a specified rental rate for at least 3 years.~~
- A description of the project.
- Bids for all project cost.
- The signature of the owner on the application.
- ~~Provide proof of property and liability insurance.~~

What will the City Consider when determining if a project qualifies for a Downtown Interior Improvement Grant?

- The impact on the downtown.
- The impact on the structure.
- Usefulness of the project to future building users.
- Improvements to attract a commercial and multi-family land uses to the downtown.
- Improvements that further building code compliance such as accessible restroom and electrical service upgrades.
- Improvements to historic buildings.
- Improvements to attract a land use that will improve the business mix in the downtown.
- How much of the project costs are for those priority items listed above.
- The overall project costs.
- The increase in assessed value from the improvements.
- The amount of investment the applicant has in the project.

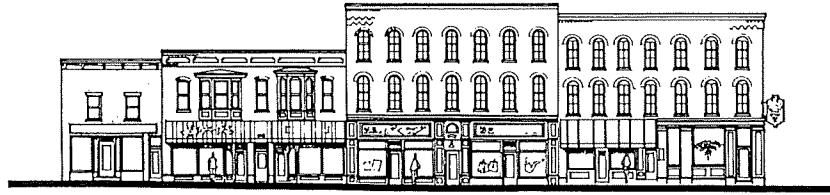
How long do I have to complete the work?

- One year from the time of the grant award.
- Request for a grant extension from the RDA must be made prior to grant expiration.

When do I receive the Grant Funds?

Upon issuance of an occupancy permit, if one is required, or upon completion of the project.

NOTE: The RDA reserves the right to alter these policies at its discretion based on the merits of the project.



**City of Edgerton
Downtown Interior Improvement Grant Application**

Applicant Name _____

Business Name _____ Type of Business _____

Property Address _____

Applicant Address _____

Telephone _____ Fax _____ Email _____

Property Owner _____

Property Owner Telephone _____ Fax _____ Email _____

1. Please describe the business, or land use if the application is not for a business.

2. Please describe the proposed work to be completed.

3. If you will complete all or a portion of the work yourself, please provide an estimate of the project cost (excluding materials) if the work were to be completed by a contractor:

\$ _____

3. Describe why this project is important to the community and the downtown.

4. What portion of the improvements being made will serve your specific business and what portion of the improvements being made would serve a future building user who has a different business? (For example, plumbing for a kitchen sink in a food establishment is an improvement for the benefit of a specific business. Construction of a better entrance to improve handicapped accessibility will serve a future building user.)

Total Project Cost _____

Cost of improvements made to serve my business \$ _____

Cost of improvements made to serve a future building user \$ _____

5. Project costs

Plumbing	\$ _____	Finishing unfinished space (such as new apartment)	\$ _____
Electrical	\$ _____	Professional Services	\$ _____
HVAC	\$ _____	Other _____	\$ _____
Restrooms	\$ _____		

Total Estimated Cost \$ _____

Maximum Grant Request = Project costs x 0.40 = _____

(Maximum grant request cannot exceed \$3,000)

(Please include copies of bids)

By signing below, the applicant certifies that all the information in this application and all information furnished in support of this application is true and complete to the best of the applicant's knowledge and belief. Signing this application also verifies that the improvements proposed by this application will adhere to the approved plans, applicable building codes and the City's *Downtown Design Guidelines*. Modifications to the approved plans must be approved by the RDA prior to work commencing. By signing the application, the applicant agrees to display a grant poster in a location visible to the public for the six months following a grant award.

Applicant Signature _____

Date _____

Owner Signature _____

Date _____



City of Edgerton

Downtown Exterior Improvement Grant Policy and Application

Objective: The purpose of the Downtown Exterior Improvement Grant is to provide financial assistance for a portion of costs associated with *exterior building improvement projects that contribute to the improvement and economic vitality of the Downtown TIF District.*

What projects are eligible?

Signs and exterior building maintenance and rehabilitation projects, demolition, site preparation, or similar activities deemed necessary to stimulate development projects and preserve historic structures located within TIF District #10 in which the City's investment is no more than \$5,000 or 40% of the project costs.

What projects are priorities?

- Improvements to structures that improve that longevity of the structure that are utilized for commercial (including multifamily residential) or mixed used purposes. (Single family properties that are not part of a redevelopment project are not eligible.)
- Improvements to attract a commercial and multi-family land uses to the downtown.
- Improvements that further building code compliance such as building accessibility.
- Improvements to historic buildings.
- Improvements to buildings that are in prominent locations.
- Improvements to attract a land use that will improve the business mix in the downtown.

When can I apply?

Before the project begins.

What do I need to apply?

- Need to be either the owner or a tenant with a lease on the property. ~~Lease must have a specified rental rate.~~
- A description of the project.
- Bids for all project cost.
- The signature of the owner on the application.

What will the City consider when determining if a project qualifies for a Downtown Exterior Improvement Grant?

- The impact on the downtown.
- The impact on the structure.
- How much of the project costs are for those priority items listed above.
- The overall project costs.
- The increase in assessed value from the improvements.
- The amount of investment the applicant has in the project.
- The extent of the modifications proposed to the façade. Exterior alterations, including painting, require approval of the Historic Commission. Extensive façade modifications may require the applicant meet with the City's architect.

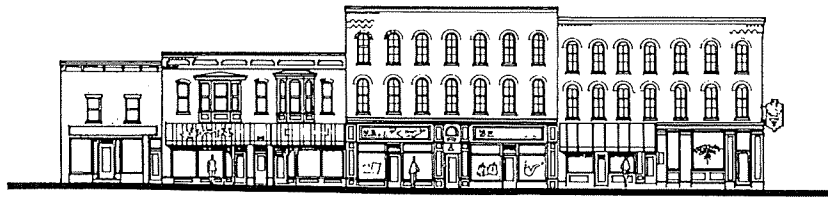
How long do I have to complete the work?

- One year from the time of the grant award.
- Request for a grant extension from the Redevelopment Authority (RDA) must be made prior to grant expiration.

When do I receive the Grant Funds?

Upon issuance of an occupancy permit, if one is required, or upon completion of the project.

NOTE: The RDA reserves the right to alter these policies at its discretion based on the merits of the project.



**City of Edgerton
Downtown Exterior Improvement Grant Application**

Applicant Name _____

Business Name _____ Type of Business _____

Property Address _____

Applicant Address _____

Telephone _____ Email _____

Property Owner _____

Property Owner Telephone _____ Email _____

1. Please describe the **business, or land use** if the application is not for a business.

2. Please describe the **proposed work** to be completed.

3. Please describe the **value of the project** to the Downtown. Include statements and documentation of previous investments you have made in the property for which you are applying. How will this project improve the overall image of Downtown?

4. Project Costs:

Masonry work	\$ _____	Paint	\$ _____
Carpentry	\$ _____	Electrical	\$ _____
Windows	\$ _____	Doors	\$ _____
Awnings	\$ _____	Signage	\$ _____
Professional Services	\$ _____	Other _____	\$ _____

Total Estimated Cost \$ _____

Maximum Grant Request = Project costs serving future building user x 0.40 = _____

(Maximum grant request cannot exceed \$5,000)

By signing below, the applicant certifies that all the information in this application and all information furnished in support of this application is true and complete to the best of the applicant's knowledge and belief. Signing this application also verifies that the improvements proposed by this application will adhere to the approved plans, applicable building codes and the City's *Downtown Design Guidelines*. Modifications to the approved plans must be approved by the RDA prior to work commencing. By signing the application, the applicant agrees to display a grant poster in a location visible to the public for the six months following a grant award.

Applicant Signature _____

Date _____

Owner Signature _____

Date _____