

## REDEVELOPMENT AUTHORITY MEETING

City Hall  
12 Albion Street, Edgerton  
Monday, July 22, 2024 at 6:05 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](http://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, July 19, 2024.
3. Approve meeting minutes from May 29, 2024.
4. Old Business:
  - A. Consider TIF policies and programs.
  - B. Consider special façade program for improvements to alley facades.
5. New Business:
6. Public comments for persons desiring to be heard.
7. Closed Session Pursuant to Wis. Stat. 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss and consider 116 Swift St Development.
8. Adjourn.

cc: Commission Members                      All Council Members                      Department Heads  
City Engineer                                      Newspapers

**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 29, 2024 REDEVELOPMENT AUTHORITY MEETING MINUTES  
CITY OF EDGERTON**

Casey Langan called the meeting to order at 6:00 p.m.

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

Others Present: City Administrator Ramona Flanigan

Flanigan confirmed the meeting agendas were properly posted on Friday, May 24, 2024 at the Post Office, Edgerton Library, City website, and City Hall.

**MINUTES:** A Casey Langan/Ron Webb motion to approve the May 6, 2024 RDA minutes passed, all voted in favor.

**OLD BUSINESS:** Currently the grants available downtown property owners are the Façade Grant Program for exterior improvements and the Small Economic Development program for interior improvements. These programs are funded using TIF funds. The Committee discussed some potential policy changes.

- Should the program include a project completion deadline? Currently the policy does state the petitioner has one year to complete the project. The Committee felt the one-year deadline for completion should remain in the policy with the request for an extension available at the committee's discretion.
- Should the city allow more than one grant application per year? The Committee felt there should be a threshold of 3 applications in a calendar year. If more applications are submitted for the same property the Committee should have a discussion to determine if additional applications should be approved.
- Should single family homes that are in the district be eligible for grant programs if the home is not part of a redevelopment project? The Committee felt they should not be eligible for these programs.
- Should the city continue to pay for design services for façades that are undergoing a significant change? The Committee felt this option should be kept in the program.
- Should the Small Economic Development project be renamed? One of the suggestions was the Downtown Interior Improvement Program and the Downtown Exterior Improvement Program.
- The Committee would like to put a restriction in the requirements that the applicant cannot owe money to the city.

Changes were presented to the requirements and application process for both programs. The Committee agreed with the changes presented. A draft of the policy and application will be presented at the next meeting.

**NEW BUSINESS:** A Casey Langan/Michelle Crisanti motion to approve a façade grant for 11 N Henry St for stucco repair and painting in the amount of \$1,132 passed on a 6/0 roll call vote.

**ALLEY FACADES:** This program would be a temporary special façade program to assist in the improvement of the alley facades for the downtown properties. The program would offer a 60/40 split with a maximum of \$5,000. Only visible upgrades such as dumpster enclosures, windows and exterior doors, etc. would qualify. No single-family homes will be eligible. The program will be for commercial properties only.

**PROGRAM MARKETING MATERIALS:** Casey Langan stated he would like to see marketing materials created to promote the programs offered. Langan has worked with Melissa Carlson in the past and recommends using her service to create these materials.

A Jim Kapellen/Rebecca Diedrick motion to approve the proposal for development of program marketing materials for the Downtown façade grant programs up to \$1,000 with designer Melissa Carlson passed on a 6/0 roll call vote.

Being no other business, a Chris Lund/Ron Webb motion to adjourn passed on a 6/0 roll call vote.

Ramona Flanigan/wjl  
City Administrator



## **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.
- 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.
- Number of grants awarded to property in the calendar year. A property may receive up to three grant awards for distinctly different projects in a calendar year. Additional awards require special Committee consideration.

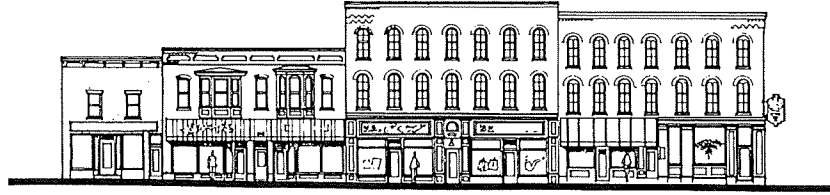
**How long do I have to complete the work?**

- 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. Funding will not be released if the applicant has outstanding City charges.

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.

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

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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?

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**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 \_\_\_\_\_





## **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. (Single family properties that are not part of a redevelopment project are not eligible.)
- 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.
- 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.

**What do I need to apply?**

- Need to be either the owner or a tenant with a lease on the property.
- 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 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.
- Number of grants awarded to property in the calendar year. A property may receive up to three grant awards for distinctly different projects in a calendar year. Additional awards require special Committee consideration.

**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.

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2. Please describe the proposed work to be completed.

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

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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 \_\_\_\_\_

# Backdoor DOWNTOWN GRANTS

**What is it?** Through \_\_\_\_\_, 2024, approved downtown building improvement projects in the rear of the building are eligible for **BACKDOOR** grant funding.

**Who is eligible?** Downtown commercial property owners and tenants located in TIF#10.

**How much grant funding can I obtain?** 60% of the project cost, up to a \$5,000 grant for exterior work on the rear or secondary entrance to the structure.

**What do I have to do right now?** Take a really good look at your building. Maybe there is chipping paint that goes unnoticed because you see it every day. Or maybe there is brick maintenance or window replacement that needs to be done. Maybe your dumpster needs an enclosure. Can modifications be made to make the building accessible?

**What do I do after that?** If you have a project and you would like some funding assistance, first complete an application and submit it to City Hall as soon as possible but no later than \_\_\_\_\_, 2024. Applications are available from: the City's website at [www.cityofedgerton.com](http://www.cityofedgerton.com); City Hall; or by requesting one from [rflanigan@edgerton.wi.gov](mailto:rflanigan@edgerton.wi.gov). **The application must be approved before any work is done on the project.**

**When do I have to have the work complete?** All work that is funded through the **BACKDOOR Program** must be completed by \_\_\_\_\_, 2025.

**Who do I contact with questions?** City Hall at 884-3341 or [rflanigan@edgerton.wi.gov](mailto:rflanigan@edgerton.wi.gov).

## Let's do some projects!

