

**Community Development Authority of the City of Manitowoc  
Meeting Minutes  
Wednesday, March 21, 2018**

I. CALL TO ORDER

Acting Chairman A. Doneff called to order the regular meeting of the Community Development Authority at 4:05 PM on March 21, 2018 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular February 21, 2018 meeting

Acting Chairman A. Doneff asked if there were any corrections or additions to the minutes of the regular Meeting held on February 21, 2018. Hearing none, the following action was taken.

Motion by: Ald. Kummer

Seconded by: Ald. Novak

Moved that: the CDA approve the minutes of the February 21, 2018 meeting.

Upon vote: the motion carried unanimously

IV. MANITOWOC PUBLIC HOUSING BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the Board members.

The following action was taken:

Motion by: D. Tienor

Seconded by: Ald. Kummer

Moved that: the CDA approve and authorize payment of the March, 2018 expenses

Upon vote: the motion carried unanimously

B. Approval of Investment Policy

P. Haelfrisch discussed with the Board members HUD's request for housing authorities to compose/update certain policies. P. Haelfrisch explained this policy entails the reporting of the financial position of the housing authority to the Board

members on a monthly basis and the procedures and guidelines for investments of the Manitowoc Housing Authority.

Discussion was held, and P. Haelfrisch will incorporate a new document for the Board members that will list all financial accounts for the Manitowoc Housing Authority.

The following action was taken:

Motion by: Ald. Novak

Seconded by: E. Roth

Moved that: the CDA approve and authorize the Investment Policy for the Manitowoc Housing Authority

Upon vote: the motion carried unanimously

C. Approval of Signature Authorization

P. Haelfrisch discussed this document with the Board members. HUD in Milwaukee is requiring all Executive Directors to have a signature authorization document on file that allows them to sign documents used in the management of housing authority business.

After discussion, this agenda item was tabled until the April meeting.

D. Non-Renewal of Tenant Lease

P. Haelfrisch discussed with the Board members an eviction on a tenant and his live-in aide. P. Haelfrisch asked for guidance in regards to an Affidavit of Transfer by a son of the tenant. Board members advised P. Haelfrisch to allow son to remove property of tenant.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

P. Braun reported the current balance of the fund. P. Wills, Progress Lakeshore, reported there are three potential loan projects in process.

Motion by: Ald. Kummer

Seconded by: Ald. Novak

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Design Review Request: 812-814 Washington Street

P. Braun presented the request and reviewed for the members Manitowoc Municipal Ordinance Section 15.650, Historic Preservation, explaining the criteria for reviewing alterations in historic districts including repairs and restorations. He also reviewed the proposed project materials and colors. Per the applicant the rosette patterns and the soldier course brick work will be retained on the top course of the building. P. Braun also reviewed the Sign Ordinance, Section 15.450, Area Restrictions, stating that the code allows six square feet of signage per lineal frontage of the property. The lot frontage is 50 feet and the proposed signage meets the area requirement. He continued that per the municipal ordinance the proposed projecting sign shall not be installed above the window head of the second story. The applicant had no objection to lowering the proposed projecting sign below the bottom of the second floor window head. The committee and the applicant discussed that the brick and installed wood trim may be painted in the color scheme indicated on the submitted rendering, to the areas clarified and confirmed by the applicant. P. Braun stated that painting is not prohibited in the historic district and that paint colors are subjective.

Tienor arrives at 4:15 pm.

Ald. Kummer asked P. Braun if staff were able to obtain historic photos of the building facade. P Braun responded that staff were unable to locate any historic photos as Washington Street was not part of the 1987 downtown façade study. Ald. Kummer asked if the plate glass in the window was to remain. The applicant responded that no work was planned for the existing windows and clarified that no grids would be placed on the windows as indicated on the proposed rendering. The applicant clarified which areas of the proposed rendering were to be painted brick and which area of the rendering was to be wood trim. The applicant stated that the brick area below the windows would not be covered with wood but it would be painted. Ald. Kummer asked the applicant if a cost was obtained to repair the brick. The applicant responded no.

Motion by: Ald. Novak

Seconded by: E. Roth

Moved that: the CDA approve the Design Review request with the following requirements: 1) Compliance with the Manitowoc Municipal Code 2) A sign permit shall be obtained 3) A Hold Harmless Agreement shall obtained for the projecting sign

Upon vote: the motion carried. Ayes (D. Tienor, E. Roth, A. Doneff, Ald. Novak) Nay (Ald. Kummer)

C. Design Review Request: 907 S 8<sup>th</sup> Street

P. Braun presented the request and circulated a 1987 facade rendering to the members. Ald. Novak and D. Tienor stated that they would abstain from voting. Ald. Novak indicated the tiles covering the upper story windows will be removed, exposing the windows beneath. P. Braun reviewed with the members the signage area requirements for the awning sign and the awning under clearance in a B-4 Central Business Zoning District. P. Braun continued that the sign and awning projecting into the right-of-way require a Hold Harmless Agreement. The members discussed what text is allowable on the proposed awning. Ald. Novak indicated that the proposed circular sign is tentative and pending the spacing of the windows on the upper story.

Motion by: Ald. Kummer

Seconded by: E. Roth

Moved that: the CDA approve the Design Review request with the following requirements: 1) Compliance with the Manitowoc Municipal Code 2) A sign Permit shall be obtained 3) A Hold Harmless Agreement shall be obtained for the projecting sign canopies.

Upon vote: the motion carried unanimously. Ayes (Ald. Kummer, E. Roth, A. Doneff). Abstained (D. Tienor, Ald. Novak)

A. Doneff exits the meeting at 4:50 pm. D. Tienor assumed role of Acting Chairman.

D. Discussion and action on resolution to adopt revisions to the Downtown/Commercial Revolving Loan Fund Manual of Policies

P. Braun presented the request stating that there were two additional edits made to the document since the last time the members saw the document. The first edit was a requirement from the Department of Administration changing the amount of hours worked per week for a full-time equivalent individual from 35 to 40. The second edit added the following text "or as determined by the CDA" to the interest rate for a loan.

Motion by: Ald. Kummer

Seconded by: Ald. Novak

Moved that: the CDA approve the revisions for adoption.

Upon vote: the motion carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports

P. Braun reported the current balance of the fund and recent transactions.

Motion by: Ald. Kummer

Seconded by: Ald. Novak

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

VII. ADJOURNMENT

Acting Chairman Dennis Tienor adjourned the meeting at 5:00 p.m.

ATTENDANCE

Members Present

Emil Roth  
Acting Chairman Dennis Tienor  
Ald. Lee Kummer  
Ald. Jeremiah Novak  
Anton Doneff

Members Absent

Chairman John W. Stangel  
Gene Maloney

Staff Present

Pauline Haelfrisch  
Lisa Mueller  
Paul Braun

Staff Excused

Nicolas Sparacio

Others Present:

Alicia Harris  
Theresa Collins  
Al Raedel  
Brad Collins  
Peter Wills