



CITY OF MANITOWOC
WISCONSIN, USA
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**MEETING MINUTES
COMMUNITY DEVELOPMENT AUTHORITY**

**Regular Meeting
Wednesday, March 17, 2021**

This meeting was conducted in person at City Hall and via remote conferencing software.

- I. CALL TO ORDER,**
Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM.
- II. ROLL CALL**
Present: Chairman John Stangel, Gene Maloney, Emil Roth, Dennis Tienor (4:05), Ald. John Brunner, Anton Doneff
Absent: Ald. Jeremiah Novak
Staff Present: Nick Mueller, Jen Bartz
Others Present: Pauline Haelfrisch, Serena Lewis, Mike Howe, Chris Herzog, Paul Hoffmann, Peter Allie, Eric Augustine
- III. APPROVAL OF MINUTES** of the regular February 17, 2021 Meeting
Motion by A. Doneff seconded by E. Roth, to approve the Minutes.
Motion carried (5-0).
- IV. MANITOWOC PUBLIC HOUSING BUSINESS**
 - A. Financial Report and Approval of Monthly Expenditures
S. Lewis reviewed the monthly reports of finances and expenditures that had been sent to the Board members.

G. Maloney asked for clarification on Liturgical Publications. S. Lewis indicated that it is for one-year of advertising in the Senior Center newsletter.

Motion by G. Maloney, Seconded by E. Roth, to approve the report and approve monthly expenditures.
Motion carried (6-0).
 - B. Capital Fund 2021
S. Lewis stated that they have received \$172,416 for 2021 and the process will begin in mid-March.

D. Tienor asked if they need to submit anything. P. Haelfrisch stated that is a process that needs to be completed by housing staff once notified it is ready to begin.
 - C. Parking Lot Replacement
S. Lewis stated that they will release the parking lot replacement project for bidding in April and are expected to begin the project in June 2021. They have worked with the architect on project details.

G. Maloney asked if the bus path is being considered in the parking lot design. S. Lewis noted that they will bring that topic to the architect.

D. Entrance Door Replacement

A.C.E. has been selected for the project as low bidder. Other bidder was \$1,400 more.

E. Structural Assessment of Apts. 301 & 306

S. Lewis stated that the structural assessment has been completed. She highlighted sections of the report received from the architect that was provided to the members. This is not a major issue at this time, but will be addressed during any future updates or remodels.

F. Nan McKay Training

ACOP (Admissions and Continued Occupancy Policy) Training was recently completed by S. Lewis and Housing Assistant Cheryl. At the training, all policies were reviewed for admissions. Representative from Nan McKay will be assisting S. Lewis in updating the lease and both items will be sent to residents for review and feedback. S. Lewis stated she will provide the CDA will all input and seek approval at a future meeting.

A. Doneff ask if this review is new or if it has been done before. S. Lewis stated that was last completed in 2018.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Design Review Applications

1. Discussion and Possible Action: 7th Street Complex, Eastpoint Rentals/Mike Howe

N. Mueller provided a brief overview of the project and shared the additional components of the project being reviewed today. Mike Howe provided his overall vision for the courtyard portion of the project. He indicated that they are open to ideas, but are working toward an "old town look" in the courtyard. He further described the building and detailed materials being used in the project. He indicated that colors have not been chosen, but pointed to samples photo provided as good examples being considered including dark brown exterior and muted yellow color for shutter.

A. Doneff asked for clarification a few project details including style of door and roof deck. Mike Howe provided a detailed response to each question and material use.

N. Mueller stated that Community Development supports the project. He went on to state that it is a unique scenario as the back of building is now more of the front.

Motion by D. Tienor, Seconded by E. Roth to accept concept as presented and for Mike Howe to continue to work with Community Development staff to finalize design. Motion carried (5-0).

G. Maloney abstained.

2. Discussion and Possible Action: 1015 Buffalo Street, PetSkull Brewing

N. Mueller introduced and provided a brief overview of the PetSkull Brewing project. Chris Herzog from A.C.E. Construction shared a sample of the window which N. Mueller utilized to explain the surface applied mullions. He pointed out the exterior goose neck lighting is not finalized, but is in the spirit of the time. PetSkull Brewing logo will be painted directly on the brick per the concept shown. He also pointed out the projecting sign as part of their project and noted that overall this project is a great example of following design standards.

D. Tienor asked about related signage on 10th Street. Peter Allie noted that they do not own up to the corner.

N. Mueller stated that the shingle roof will be replaced with an architectural seam roof similar to The Wharf Project. Chris Herzog provided a sample of the material and explained the difference between an industrial and architectural seam roof. He also stated that the building will have arched windows and not just arched brickwork.

N. Mueller stated that there will be a patio on the west side of the building and that PetSkull Brewing will work with Building Inspection Department on further details and to ensure it meets code.

Conversation ensued among members as to specifics of the project including materials and parking, both at the location and River Point.

A. Doneff asked for clarification on projecting sign, bracket and exterior lighting. N. Mueller addressed his questions and provided clarification on specifications. Paul Hoffmann asked for the City to provide examples of acceptable sign bracket options.

Members stated they would approve the projecting sign, but would like to review prior to final approval by Community Development staff.

Motion by Ald. John Brunner, Seconded by E. Roth to accept the proposed concept and for PetSkull Brewing to work with Community Development staff to finalize details, as well as approval of the projecting sign.

Motion carried (6-0).

VI. HOUSING BUSINESS

Revolving Loan Fund Financial Reports
The report was reviewed and placed on file.

VII. OTHER BUSINESS

- A. River Point District Update
N. Mueller stated that the BIDs are being qualified now and the City is working on an actionable path to get to the desired budget.
- B. 1512 Washington Street Update
Nothing to report.
- C. A. Doneff asked for clarification on Fair Housing Resolution read at Common Council meeting on Monday, March 15. J. Bartz explained the reasoning for the Fair Housing Resolution and clarified why it went before Council. It is not a CDA-initiated or required resolution.

VIII. ADJOURNMENT

Motion by Chairman J. Stangel, Seconded by A. Doneff to adjourn the meeting at 4:40 PM.
Motion carried (6-0).