

**MINUTES**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**Monday, April 4, 2016 – 6:00 PM**  
**Committee Room #1**

PRESENT: Ms. Eick, Ms. Rettko, Ald. Byrne, Mr. Wick, Ms. Wakefield

EXCUSED: Ald. Tilleson, Mr. Schulz

STAFF PRESENT: P. Enders, Development Director; J. Archambo, City Administrator; J. Ruggini, Finance Director; A. Kesner, City Attorney

1. Meeting called to order at: 6:00 P.M.

2. Approval of minutes – March 14, 2016

Motion by Ald. Byrne, second by Mr. Wick to approve the March 14, 2016 minutes. Motion approved unanimously.

3. Code Compliance Forgivable Loan Program request from General Burnside, LLC for “The Nobleman” barbershop project located at 6831 W. North Avenue.

The applicant summarized the project: The Nobleman is a barbershop opening at 6831 W North Avenue. The applicant is proposing to move the current bathroom to a different location and construct a new ADA code compliant bathroom. The current bathroom is old, undersized, and not located in a suitable area. Moving the bathroom will allow for a better floorplan for the barbershop as well as provide an upgraded bathroom that is ADA compliant.

The applicant has been in contact with the Building Department and is working with the inspector to ensure proper permitting and code compliance. Staff verified property and applicant eligibility.

MOTION by Ald. Byrne to approve the code compliance forgivable loan for the full amount subject to the following conditions:

- The applicant must obtain all required permits, licenses, and approvals required for the code compliance work.
- Property shall be held in ownership by the BORROWER for a minimum of five (5) years or the BORROWER shall remit the forgivable loan funds to the City in the following proportion:

Year 0 - 1	100% of eligible grant funds
Year 1 - 2	80% of eligible grant funds
Year 2 - 3	60% of eligible grant funds
Year 3 – 4	40% of eligible grant funds
Year 4 – 5	20% of eligible grant funds

SECOND by Mr. Wick. MOTION PASSES 5-0.

#### 4. Discussion regarding CDBG guidelines, policy, etc.

Ms. Enders provided a brief overview of the four different economic development programs available: CDBG Forgivable Loans, CDBG Revolving Loans, City-funded small business grants (sign, facade, code compliance) reviewed/approved by the CDA, and non-federal revolving loan funds reviewed/approved by the Wauwatosa Revolving Loan Fund Committee. Moving forward, CDBG funds would be administered by the CDA as revolving loans with the opportunity to offer a portion of the funds as a grant if extraordinary circumstances exist. Mr. Ruggini clarified examples of where a grant may be appropriate such as extensive environmental issues or blight or code issues that could prohibit a business from operating.

In reviewing the staff recommendation memo regarding CDA Forgivable Loans and Grants, members concurred that an eligible applicant must demonstrate an equity value at/above 10% of project cost with collateral required. Funding decisions should be evaluated according to the strength of the business plan and an assessment of cash flow.

Staff will revise the eligibility guideline, application requirement, and application documents based on the CDA's discussion and recommendations. Revised documents will be presented for consideration at the next meeting.

#### 5. Discussion regarding upcoming update to Community Affairs Committee

Ms. Enders will prepare a PowerPoint presentation for the update to the Community Affairs Committee and provide it for review at the next CDA meeting. Information covered will include the number of loans/details, acquisition of three properties from the County, Vogue Drycleaner, RFP/redevelopment of Remnant Fire Station parcel, Redevelopment District #1, and TIF public hearings.

#### 6. Next meeting date and time

The next CDA meeting is scheduled for Monday, April 25<sup>th</sup> at 4 PM in Committee Room #1 for consideration of the Redevelopment District, in addition to regular agenda items. There will not be a regular meeting on May 2<sup>nd</sup>.

Jen Ferguson, Assistant Planner