



AGENDA
City of Milton
Community Development Authority
Monday, September 30, 2019
2:30 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. Call to Order

2. Approval of Minutes - August 26, 2019

Documents:

[Community Development Authority Minutes 8-26-19.pdf](#)

3. Discussion and possible action to updates to the Residential Exterior Improvement Program

Documents:

[Residential Exterior Improvement Program - Revised 8-26-19.pdf](#)

4. Discussion and possible action on 2020 Work Plan

Documents:

[2019 CDA Work Plan.pdf](#)

5. General Items

6. Next Meeting - October 28, 2019

7. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

**Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by Leanne Schroeder September 27, 2019 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

**City of Milton
Community Development Authority
August 26, 2019**

Call to Order

City Administrator Al Hulick called the August 26, 2019 meeting of the Community Development Authority to order at 2:32 p.m.

Present: Amanda Benway, Herb Stinski, Mike Sessler, and Dani Stivarius.

Also Present: City Administrator Al Hulick and Administrative Services Director Inga Cushman.

Approval of Community Development Authority Meeting Minutes - June 24, 2019

H. Stinski motioned to approve the minutes. A. Benway seconded, and the motion carried.

Discussion, Direction, and Possible Action Regarding City Entrance Signage Proposal

The CDA discussed funding for the proposed three signs that will be located on Parkview Drive in Crossridge Park, N. Clear Lake Road (replaces current sign), and S. John Paul Road near High Street. They also discussed the designs that were created by Sullivan Signs.

D. Stivarius motioned to approve the design on the right in the agenda attachments with the removal of "A Community Since 1838" and recommend to Council to purchase three signs. A. Benway seconded, and the motion carried.

Review, Discussion, and Possible Action Regarding 2019 and 2020 Residential Exterior Improvement Program

The CDA discussed changes for 2020 to the guidelines and application for the Residential Exterior Improvement Program. Director Cushman will make the proposed changes for the CDA to review at their next meeting.

Next Meeting Date

The next meeting of the CDA will take place on September 30, 2019 at 2:30 p.m.

General Items

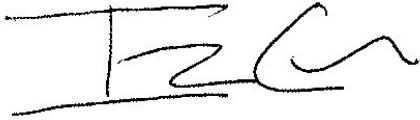
M. Sessler discussed concerns about a home on Madison Avenue.

H. Stinski discussed his concern with the height of manhole covers.

Motion to Adjourn

M. Sessler motioned to adjourn the August 26, 2019 meeting of the Community Development Authority at 3:23 p.m. H. Stinski seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'I. Cushman'.

Inga Cushman
Administrative Services Director



CITY OF MILTON

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM

PURPOSE

The Common Council has authorized the creation of the Residential Exterior Improvement Program, hereinafter referred to as “program.” The purpose of the program is to encourage the upkeep and appearance of owner-occupied residential homes, as well as mitigate the presence of blighted properties, within the residential districts of the community.

The program provides matching grants up to \$5,000 for projects that will help maintain and enhance the overall attractiveness and vitality of residential districts that is consistent with community expectations and neighborhood preservation; as well as removing blighting influences, which can diminish property values in and around the subject residence. The program is intended to provide financial assistance in order to spur individual investment into one’s own home. The grant funds are meant to serve an important yet secondary role to private financing for improvement projects.

The Common Council has developed the following set of goals regarding the program’s purpose.

1. Maintenance and Improvement
 - a. Encourage public and private efforts to maintain and improve the community.
 - b. Promote the attractiveness of Milton as a preferred location to live.
 - c. Encourage maintenance and improvements of existing residences.

2. Preserve Neighborhood Stability and Property Values.
 - a. Maintain the City’s neighborhood cohesiveness.
 - b. Maintain the City’s residential appeal and preserve property values by mitigating and/or eliminating blighting influences.

DEFINITIONS

Designated Area: The program applies to residential properties within TID 7, 9 and 10 or within a half-mile of the boundaries of TID 6, 9, or 10 that are located within the City of Milton, as identified on the attached maps. Properties located within one half-mile of TID 7 may be eligible for the program as well, but would require an additional approval from the Joint Review Board.

Exterior Features: Areas of a home/property that are visible from the public right-of-way. Refer to “Project Eligibility” below for examples.

ELIGIBILITY

Available funds will be used to provide grant monies for the purpose of maintaining and improving the exteriors of residential properties within neighborhoods located within applicable TID proximities. The eligibility criteria are as follows:

1. Property / Applicant Eligibility
 - a. The home must be over 25-years old.
 - b. The home owner must have owned and lived in the home for at least 5-years.

- c. The assessed value of the home cannot be over 125% of the average assessed home value in the City of Milton, as established by the City Assessor on an annual basis.
2. Eligible Projects
- a. Any improvements must be visible from the public right-of-way.
 - b. Repair/replacement of the building's original materials and decorative details.
 - c. Replace exterior material with modern material (i.e. vinyl siding).
 - d. Cleaning of exterior building surfaces.
 - e. Tuck pointing and masonry repair.
 - f. Painting of exterior building surfaces.
 - g. Repair of entrances, doors, windows, transoms, or other public exterior elements that have fallen into disrepair (broken, damaged, missing, etc.). If repair isn't possible or cost prohibitive, the Community Development Authority will consider, with final approval from the Common Council, replacement rather than repair of these items.
 - h. Roof repairs
 - i. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.)
 - j. Removal of tree stumps that are located in the front or side setbacks, or terrace.
 - k. Other construction activities to improve the exterior of a building as approved by the Common Council.

PROGRAM REQUIREMENTS

1. Projects shall occur within the Designated Area as defined above.
2. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval. In rare cases, likely due to extenuating circumstances, the Common Council may allow completion extensions upon request of the applicant. The Common Council reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable City zoning and development standards and requirements and must receive all applicable building permits and inspections throughout the construction process.
4. Projects shall be consistent with and further the stated goals and objectives of the program and TID project plans.
5. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Common Council may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
 - b. Current condition photos to provide adequate "before and after" shots.
 - c. Construction / reconstruction time schedule, noting start and completion date.
6. **Applicants MUST submit at least two contractor proposals that MUST be used for construction/installation.** If the applicant has a difficult time obtaining two contractor proposals, they are encouraged to contact the City Administrator to discuss possible solutions. The actual Common Council approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the City as indicated below in number 11. The Common Council retains the right to request additional proposals.
7. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**

8. Applicants must take out the appropriate building permits. According to Municipal Code of Ordinances Section 1-16, no license, registration, or permit in the City of Milton shall be issued or renewed until all delinquent City taxes, assessments, and forfeitures from City ordinance violations and all due bills of the Milton Municipal Water and Wastewater Utility are paid in full.
9. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Common Council.
10. The Common Council reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.
11. Concurrent applications from the same applicant shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Common Council.
12. Total grant funding for any single property may not exceed two (2) grants, regardless of dollar amount, within any four (4) year period.
13. The Community Development Authority will review each application and forward on a recommendation to the Common Council. The Common Council will have the ultimate authority to determine whether an application has met the criteria for approval, and may impose certain design conditions on approved projects.

PROCESS

1. Applicant meets with the City Administrator for initial project discussion.
2. Applicant submits grant application, contractor proposal/quote, and site plan to City Administrator at City Hall, 710 S. Janesville Street.
3. The application is sent to the Community Development Authority for initial review and to make a recommendation to the Common Council.
4. Common Council reviews plans and approves or denies funding request. If approved, the Common Council may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
5. Applicant submits building permit with final design plans as required by City code.
6. Building Inspector reviews and approves permit.
7. A “letter of agreement” is drafted by City staff that identifies the terms of the agreement. All parties execute said letter.
8. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to number 11 in the Program Requirements section.
9. Construction/Installation is completed within one (1) year of grant award.
10. Applicant contacts Building Inspector to request project review to see if all code requirements and Common Council imposed conditions have been met. Building Inspector signature is required on the Project Close-Out form.
11. Applicant provides itemized invoices for the project and proof of payment of their portion of the project costs to the Finance Director / Treasurer, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
13. will issue payment to the contractor or reimburse the property owner for their payment to the contractor.

GRANT CYCLE AND DUE DATES

Grant requests will be reviewed until all funds are granted for the year. Requests will be due by the second Monday of each month. The requests will then be reviewed by the Community Development Authority at their regularly scheduled meeting and then by the Common Council at their first meeting of the month after the request is initially made.

Based on the above description, the first applications for 2020 will be due on January 13, the Community Development Authority will review the application at their meeting on January 27, and the Common Council will review the application on February 4.

This process will be duplicated each month as long as funds are available for the year.

FUNDING AVAILABILITY

The program is specifically a matching grant program based on the criteria below:

1. The Common Council has available a limited amount of funding. The program is considered first-come, first-serve. Grants may be awarded only if the Common Council has adequate funds available for this program.
2. Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however such costs shall be the sole responsibility of the applicant.
3. The City shall only provide up to a maximum of \$25,000 worth of grants on an annual basis.

PROGRAM EXPIRATION

The residential exterior improvement program will expire if one of the following occurs:

1. When the allocated TID project plan funds have been spent, unless additional funding has been authorized by the Common Council up to a maximum of \$25,000 annually.
2. When the allowable TID expenditure period has expired.
3. When the Common Council chooses to eliminate or amend the program.



CITY OF MILTON

**RESIDENTIAL EXTERIOR IMPROVEMENT
PROGRAM - GRANT APPLICATION**

APPLICANT INFORMATION

Applicant Name _____

Property Address _____

Phone _____

Email _____

PROPERTY INFORMATION

Year Home Built _____

Purchase Year of Home _____

Assessed Value of Home \$ _____

PROJECT INFORMATION

Proposed Start Date _____

Proposed Completion Date _____

Contractor Name _____

Contractor License # _____

Contractor Address _____
Street City State Zip

Contractor Phone _____

Contractor Email _____

Total Project Estimate \$ _____

Grant Request \$ _____

Other funding sources that will be used: _____

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

DOCUMENTS TO INCLUDE

- Two contractor proposals
- Site plan
- Copy of Contractor License
- Proof of Insurance
- Photos of what will be repaired

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

Applicant Signature

Date

Office Use Only

Date Application Received: _____

Does this applicant qualify for a building permit?
 Yes No

Community Development Authority Review Date: _____

- Recommended approval without conditions
- Recommended approval with conditions
- Application denied

Recommended conditions or reason for denial (if applicable):

Common Council Review Date: _____

- Approved without conditions
- Approved with conditions
- Denied (reasons below)

Conditions or reason for denial (if applicable):

Authorized Grant Amount: _____

Common Council Reimbursement Approval Date: _____

Date Check Issued: _____



CITY OF MILTON
RESIDENTIAL EXTERIOR
IMPROVEMENT PROGRAM
PROJECT CLOSE-OUT

Grant Recipient _____

Property Address _____

Attach photos of completed project.

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Residential Exterior Improvement Program and consistent with the nature of this application.

Contractor Signature

Date

Applicant Signature

Date

Building Inspector Signature

Date

Finance Director / Treasurer Signature

Date

City Administrator Signature

Date

Mayor Signature

Date



City of Milton

Community Development Authority

2019 Work Plan

Mission:

The Community Development Authority (CDA) acts as the city's housing authority to address all projects relating to blight eliminations, clearance of undesirable conditions, urban renewal, and redevelopment programs.

The Community Development Authority also acts as agent for the city in planning and implementing community development programs and activities approved by the mayor and Common Council.

Objectives:

Objective 1: Make Milton A Destination

- Initiative 1.a. – Review, coordinate, and evaluate existing marketing efforts (Tourism, Chamber, City, etc.)

Objective 2: Enhance Property Maintenance and Appearance

- *Initiative 2.a. – Review Code Enforcement policies, procedures, and practices.*
- Initiative 2.b. – Research creating “rental property standards.”
- *Initiative 2.c. – Develop Residential Exterior Improvement Program.*

Objective 3: Improve the Community's Welcome Appeal

- *Initiative 3.a. – Review locations, conditions, and appearance of City “Welcome” signs, “Wayfinding” signs, and “Designation” signs.*
- *Initiative 3.b. – Develop overall signage plan for the City.*

Objective 4: Provide a Wider Range of Housing Options

- Initiative 4.a. – Review Housing “policies” and ordinances.

Objective 5: Enhance Economic Development Strategy

- Initiative 5.a. – Review City's economic development marketing strategies.
- *Initiative 5.b. – Review area-wide development plans.*

Previous Accomplishments:

- ✓ Established the Reenvisioned Committee (June 2017)
- ✓ Established Committee Objectives (July 2017)
- ✓ Reviewed Existing Policies and Procedures (September 2017)

Community Development Authority Members:

Al Hulick, City Administrator	Jason Cowley, MACC Representative
Anissa Welch, Mayor	Herb Stinski, Citizen Representative
Ryan Holbrook, Alderperson	Mike Sessler, Citizen Representative
Dani Stavarius, MACC Representative	Amanda Benway, Citizen Representative