



WHITEFISH BAY COMMUNITY DEVELOPMENT AUTHORITY

MEETING NOTICE AND AGENDA

Wednesday, April 15, 2020

6:00PM

Meeting will be held at: <https://www.gotomeet.me/wfbvillage/cda>

Access Code: 960-283-949

Phone Number Log In: +1 (872) 240-3412

- I. Call to Order and Roll Call
- II. General Business
 1. Approval of Minutes from the meeting held on February 24, 2020.
 2. Review and action on architectural plans for a proposed second story addition at Schwanke-Kasten located at 417 E. Silver Spring Drive.
 3. Review and action on professional services proposal from raSmith for redevelopment of Consaul Commons.
- III. Adjourn

Due to the COVID-19 pandemic, this meeting is being held via remote conference only. Members of the media and public may attend by logging onto <https://www.gotomeet.me/wfbvillage/cda>. The access code is 960-283-949. The phone number to log in is +1 (872) 240-3412. All public participants will be muted during the meeting. Members of the public wishing to communicate to the Commissioners should email p.boening@wfbvillage.org at least 48 hours prior to the meeting with "Message to Commissioners" in the subject line. Those messages will be provided to the Commission Members. Agendas and minutes are available on the Village website (www.wfbvillage.org)

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the BID Board may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.wfbvillage.org)

COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

Monday, January 27, 2020

6:30 pm

**VILLAGE OF WHITEFISH BAY – Village Hall Historical Room
5300 North Marlborough Drive**

I. Call to Order and Roll Call

Chairperson Ray Krueger called the meeting to order at 6:30 pm.

Present: Chairperson Ray Krueger, Village President Julie Siegel, Village Trustee Jay Saunders, Brian Vanevenhoven, Jim Roemer, Mike Harrigan, Sarah Malik

Also Present: Village Manager Paul Boening, Assistant Manager Tim Blakeslee, Hashim Zaibak and Tamir Kaloti – Hayat Pharmacy, Moshe Katz – Atid Properties

Absentee: Mike Dwyer

II. General Business

1. Approval of Minutes from the meeting held on January 27, 2020.

Brian Vanevenhoven moved to approve the minutes of the January 27, 2020 meeting. Mike Harrigan seconded. Motion passed 7-0.

2. Continued review and action on Downtown Incentive Grant Application from Hayat Pharmacy – 424 E. Silver Spring Drive.

Chairperson Ray Krueger recused himself. Jim Roemer provided a summary of the discussion at the last meeting and the applicants provided additional information for the CDA review. There was a discussion on if any of the improvements would be revenue generators, seating in the space, and lease term. There was a summary of general TID financing provided by Mike Harrigan. There was a discussion that the space had not been touched in 65 years. There was a discussion about the level of grant that should be provided to the applicants. This included project goals, business risk, and if the landlord was willing to contribute to the project. There was a discussion with the landlord regarding building valuation, sale price, and level of additional contribution.

Mike Harrigan moved to recommended that the Village grants \$50,000 now toward eligible project expenses and another \$25,000 upon landlord and tenant delivering a

written letter agreement or lease modification within 90 days of Board approval of tenant's grant request evidencing that landlord and/or tenant will contribute additional equity of \$50,000 now toward eligible expenses.

It is acceptable that the landlord contribute \$25,000 now and then write a reimbursement check to the tenant for \$25,000 at another point in time during the first 8 years of the lease. However, in that case, if the tenant wants the Village to fund the additional \$25,000 grant, then the tenant will need to provide an additional \$25,000 of equity toward eligible project expenses so that the sum of landlord's and tenant's immediate additional equity contribution is \$50,000.

The Village grant, whether \$50,000 or \$75,000 is be subject to recapture over an 8-year straight-line amortization period. That is, if for any reason Hayat ceases operations as a Hayat-branded or other "independent" pharmacy reasonably acceptable to the Village, or sells itself to a publicly-traded pharmacy or to the subsidiary of a publicly-traded company, before the end of the 8-year primary term of its lease, (the effective date of which shall be defined as the "Business End Date") then the Village may in its sole discretion recapture the product of its grant amount multiplied by the quotient equal to the number of months remaining in the primary term of its lease as of the Business End date divided by 96. Jay Saunders seconded. Motion passed 6-0.

4. The CDA may convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session – specifically regarding the Incentive Grant Applications referenced in Item 3 above.

Closed session was not held.

5. Discussion and recommendation to Village Board regarding potential modifications to the Downtown Incentive Grant Program.

Village Manager Boening provided a summary of the grant program to date and that now is a good time to provide a look back over the first 3 years of the program. Assistant Manager Tim Blakeslee provided several subjects that he's seen that could be improved as part of the program. There was a discussion about the percent match, consistency, and the dollar value of the TID fund balance. There was feedback about encouraging increased building value, if a maximum dollar request would work, and if this program should be used to upgrade a building or fill spaces. There was a discussion about the lease requirement and if a grant could be tentative on the final signature of a lease. It was noted that it would be good if a possible tenant could have a better idea as to what would be awarded. There was a thought to include a landlord contribution as part of the application.

Anthony Gibson (Co-Owner of Burn Boot Camp) – Noted that he supported the grant program and that it has really helped get his business in Whitefish Bay off the ground. He said it was hard to prove a gap in financing for a small business.

Jeff Commer (BID President) – Noted that the BID would be willing to help facilitate discussion with landlords and tenants to improve program communication.

Moshe Katz (Atid Properties) – Noted that he feels there should be categories of grants. Not all grants should be treated the same way.

There was discussion to direct staff to make some adjustments to the grant program based on the discussion.

III. Adjourn: Mike Harrigan moved to adjourn at 8:48 pm. Jay Saunders Seconded. Motion passed 6-0.

DRAFT



Village of Whitefish Bay

5300 N. Marlborough Drive • Whitefish Bay, Wisconsin 53217 • (414) 962-6690 • Fax (414) 962-5651

417 E Silver Spring

Section 16-21(E) Building Design Standards

- 1 Vehicular Access**
 - a. Access from North from Silver Spring
 - i. Street parking (unchanged)
 - b. Access from south alley
 - i. Employee parking (unchanged)
- 2 Build to and Setback Lines**
 - a. Second story (first floor unchanged)
- 3 Alleys**
 - a. Not affected
- 4 Building Composition – Height**
 - a. Does not exceed height limit
- 5 Building Composition - Base, Middle, Top**
 - a. This area of code requires CDA / ARC review
- 6 Building Composition – Roofscape**
 - a. Front terrace proposed
 - b. Mechanicals screened?
- 7 Building Composition – Proportion (Height vs. Width)**
 - a. This area of code requires CDA / ARC review
- 8 Entrance Location**
 - a. Main entrance unchanged
- 9 Transparency**
 - a. First floor unchanged
- 10 Materials**
 - a. 80% durable masonry? Applicant should explain stucco product
- 11 Landscape and Screening**
 - a. None proposed



Village of Whitefish Bay

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12 Lighting

- a. No lighting plan submitted
- b. Staff review recommended

13 Mechanical Equipment

- a. Allowed on roof with proper screening

14 Ground Floor Setback Zone

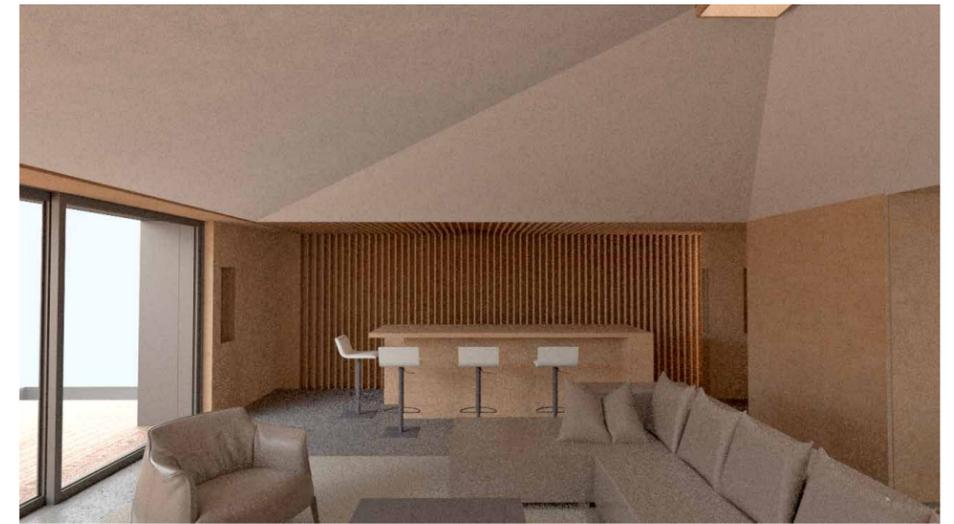
- a. **Hoods and Canopies**
 - i. None proposed
- b. **Awnings**
 - i. Unchanged
- c. **Signage**
 - i. unchanged
- d. **Architectural Elements**
 - i. None proposed
- e. **Street Furnishings**
 - i. None proposed









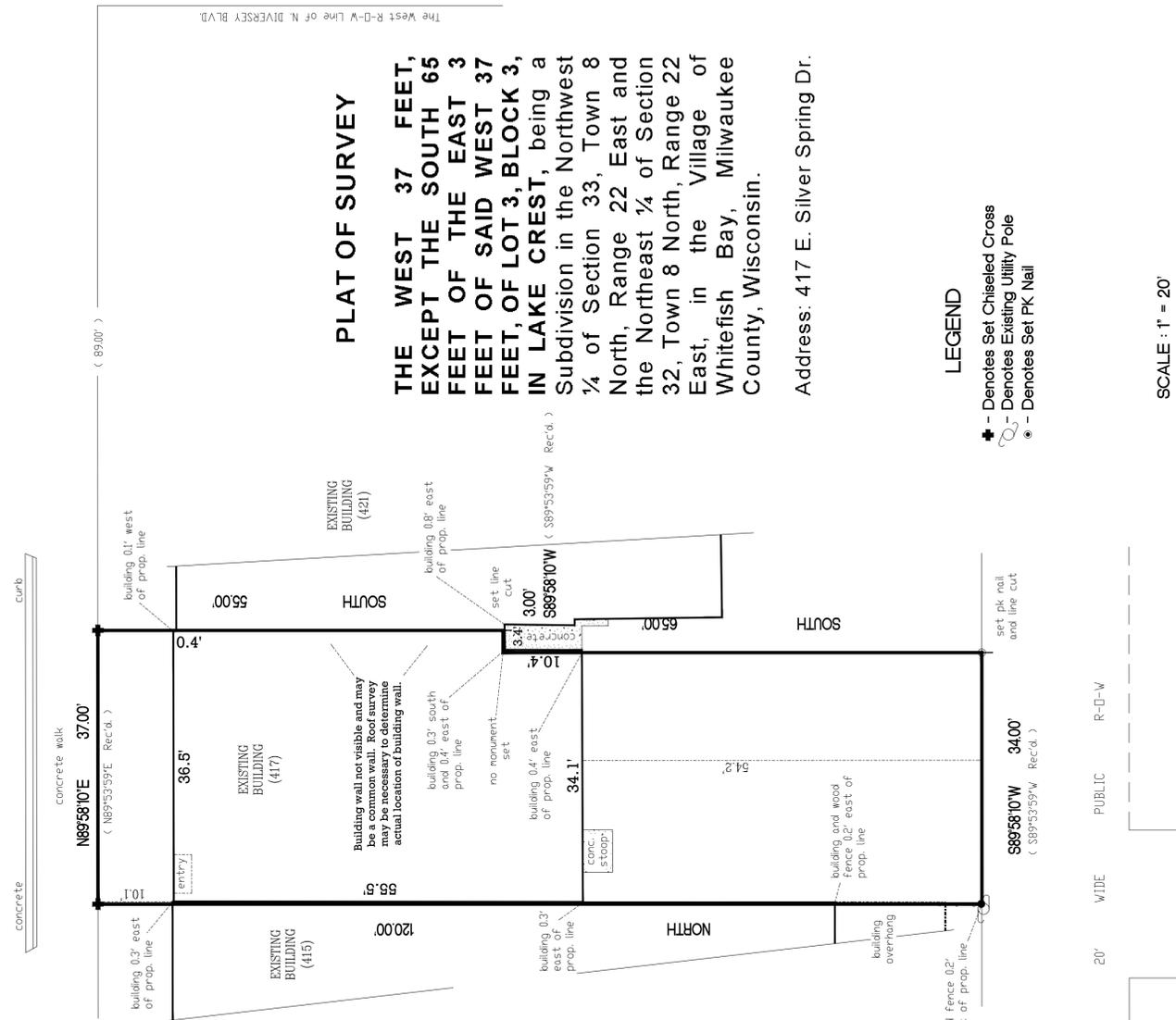




2554 N. 100TH STREET
P.O. BOX 26596
WAUWATOSA, WISCONSIN 53226
(414) 257-2212 FAX: (414) 257-2443

E. SILVER SPRING DR.
(66' WIDE PUBLIC R-D-W)

WILLIAM J. KARPEN R.L.S.
FREDERICK W. SHIBILSKI R.L.S.



LEGEND

- ✚ - Denotes Set Chiseled Cross
- ⊕ - Denotes Existing Utility Pole
- - Denotes Set PK Nail

SCALE: 1" = 20'

Area of Property = 4,245 Sq. Ft.

Surveyed for: **TOM DIXON**

"I have surveyed the above described property from the legal description furnished by the client named on this survey." "This survey is made for the use of the present owners of the property, and those who purchase, mortgage, or guarantee the title thereto within one year from date hereof."

NOTE: THIS IS NOT AN ORIGINAL SURVEY UNLESS THIS SEAL IS RED.

DEK-509
31452
JOB NUMBER

BJK, JTY
DRAWN BY

MCP, DAK
FIELD WORK BY

FEB. 23rd, 2006
DATE

WISCONSIN REGISTERED LAND SURVEYOR



LA DALLMAN ARCHITECTS, INC.

2 BRADLEY STREET
SUITE S - 10
SOMERVILLE, MA 02145
USA
t: 617.718.0741
www.ladallman.com

LEXOR LLC

REVISIONS
NO. DATE DESCRIPTION

PERMIT SET

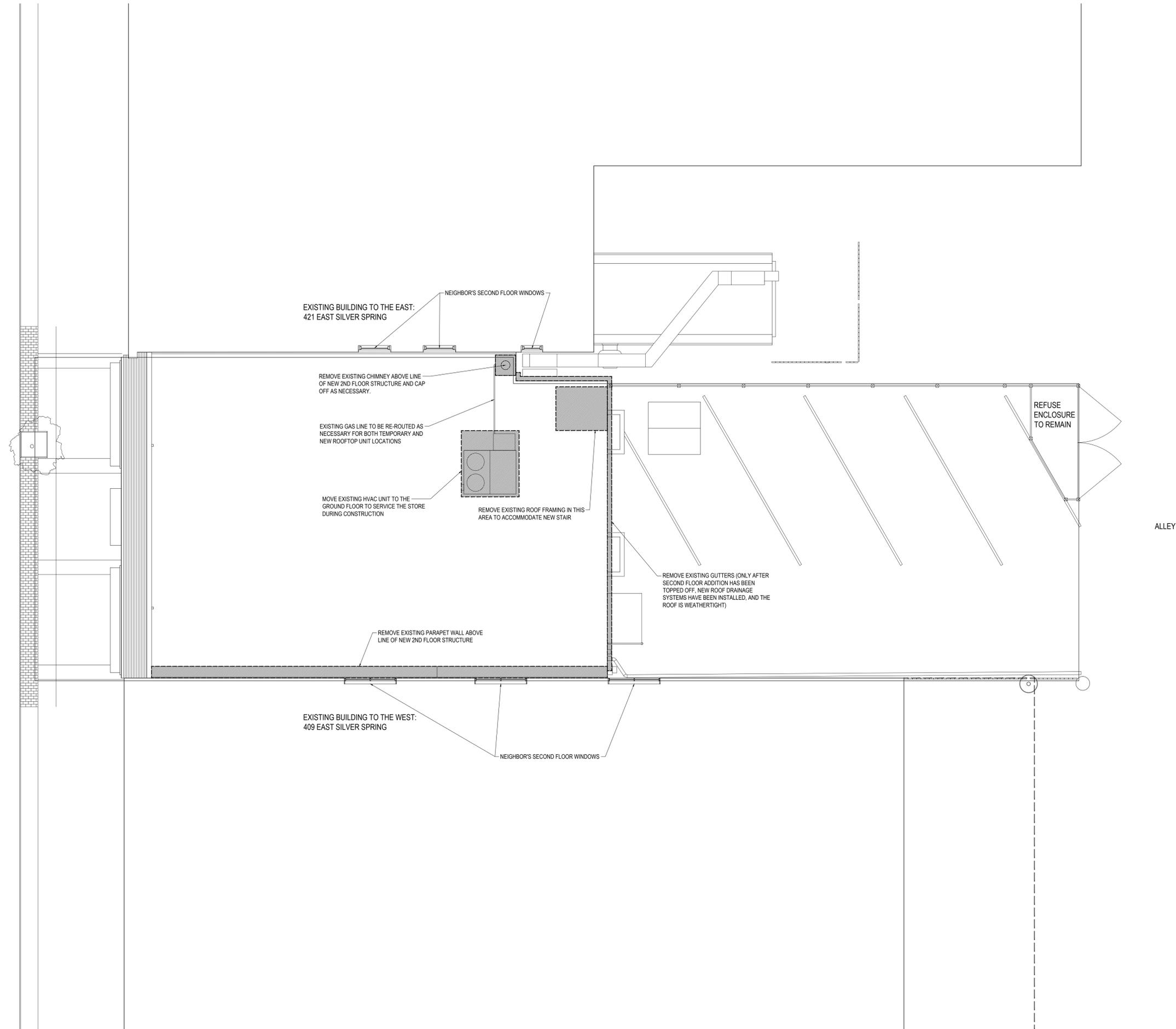
PROJECT NO: 1907
DRAWN BY: ADL, ODV
DATE ISSUED: 2/26/2020
CHECKED BY: JTD
SCALE: 3/32" = 1'

SITE SURVEY & EXISTING PHOTOS

A0.1

SCHWANKE - KASTEN BUILDING ADDITION

**SCHWANKE - KASTEN
BUILDING ADDITION**



LA DALLMAN
ARCHITECTS, INC.
2 BRADLEY STREET
SUITE S - 10
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USA
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LEXOR LLC

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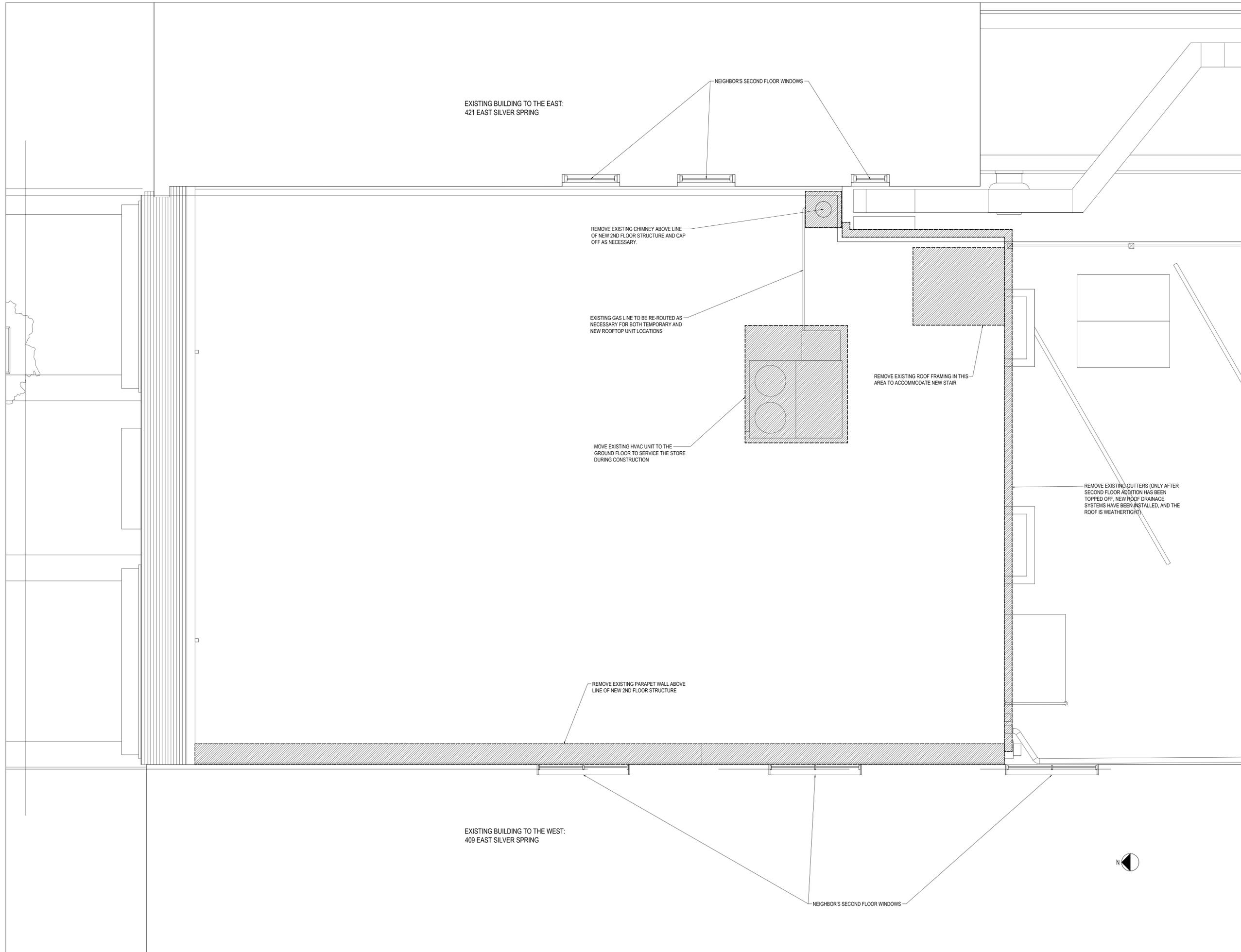
PERMIT SET

PROJECT NO: 1907
DRAWN BY: ADL, ODV
DATE ISSUED: 2/26/2020
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SCALE: 3/16" = 1'-0"

EXISTING DEMO SITE PLAN

A0.2

**SCHWANKE - KASTEN
BUILDING ADDITION**



**LA DALLMAN
ARCHITECTS, INC.**
2 BRADLEY STREET
SUITE S - 10
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PERMIT SET

PROJECT NO: 1907
DRAWN BY: ADL, ODV
DATE ISSUED: 2/26/2020
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SCALE: 3/8" = 1'-0"

EXISTING DEMO ROOF PLAN

A0.5

**SCHWANKE - KASTEN
BUILDING ADDITION**



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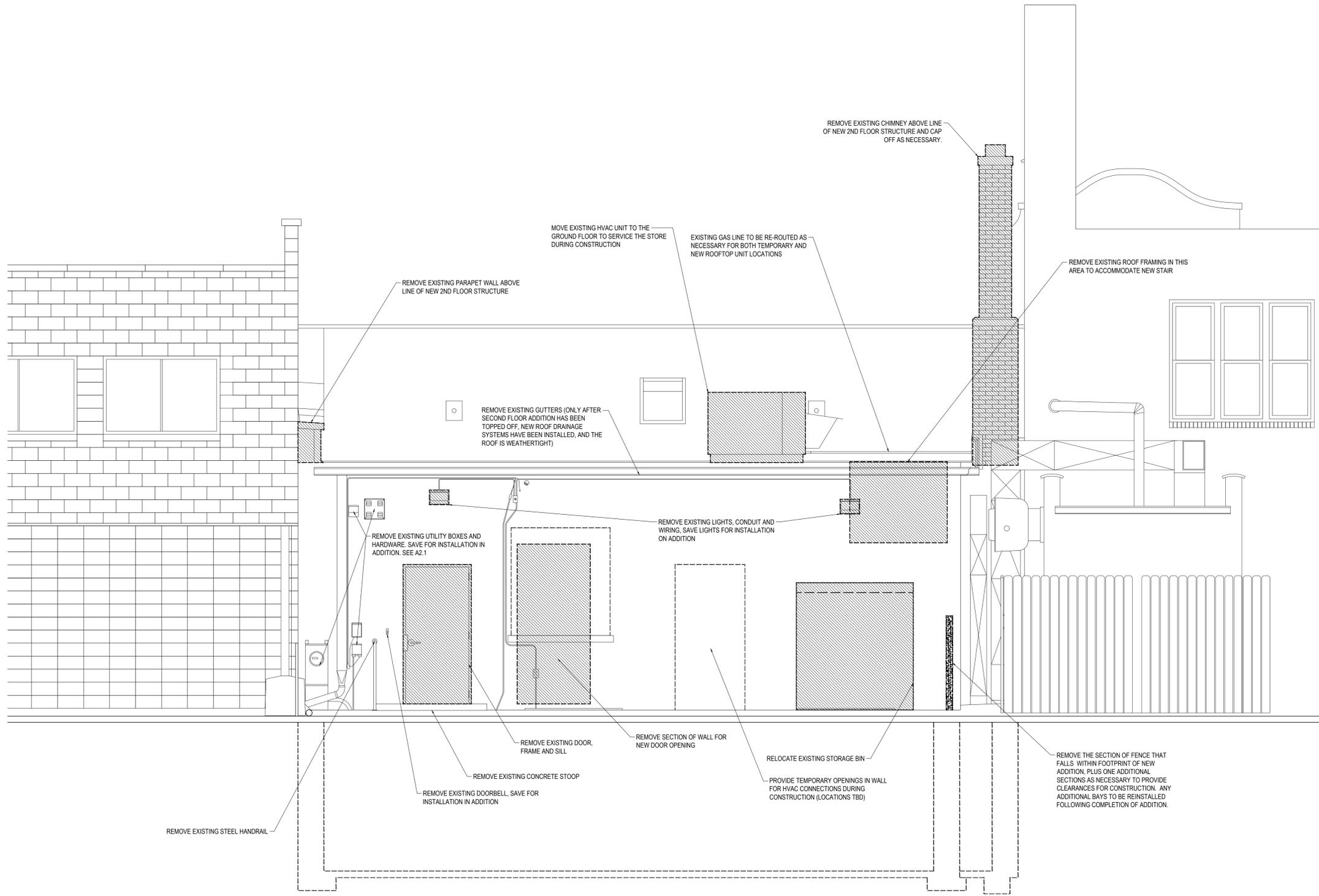
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PROJECT NO: 1907
DRAWN BY: ADL, ODV
DATE ISSUED: 2/26/2020
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SCALE: 3/8" = 1'-0"

EXISTING DEMO NORTH
ELEVATION

A0.6

SCHWANKE - KASTEN
BUILDING ADDITION



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REVISIONS

NO.	DATE	DESCRIPTION

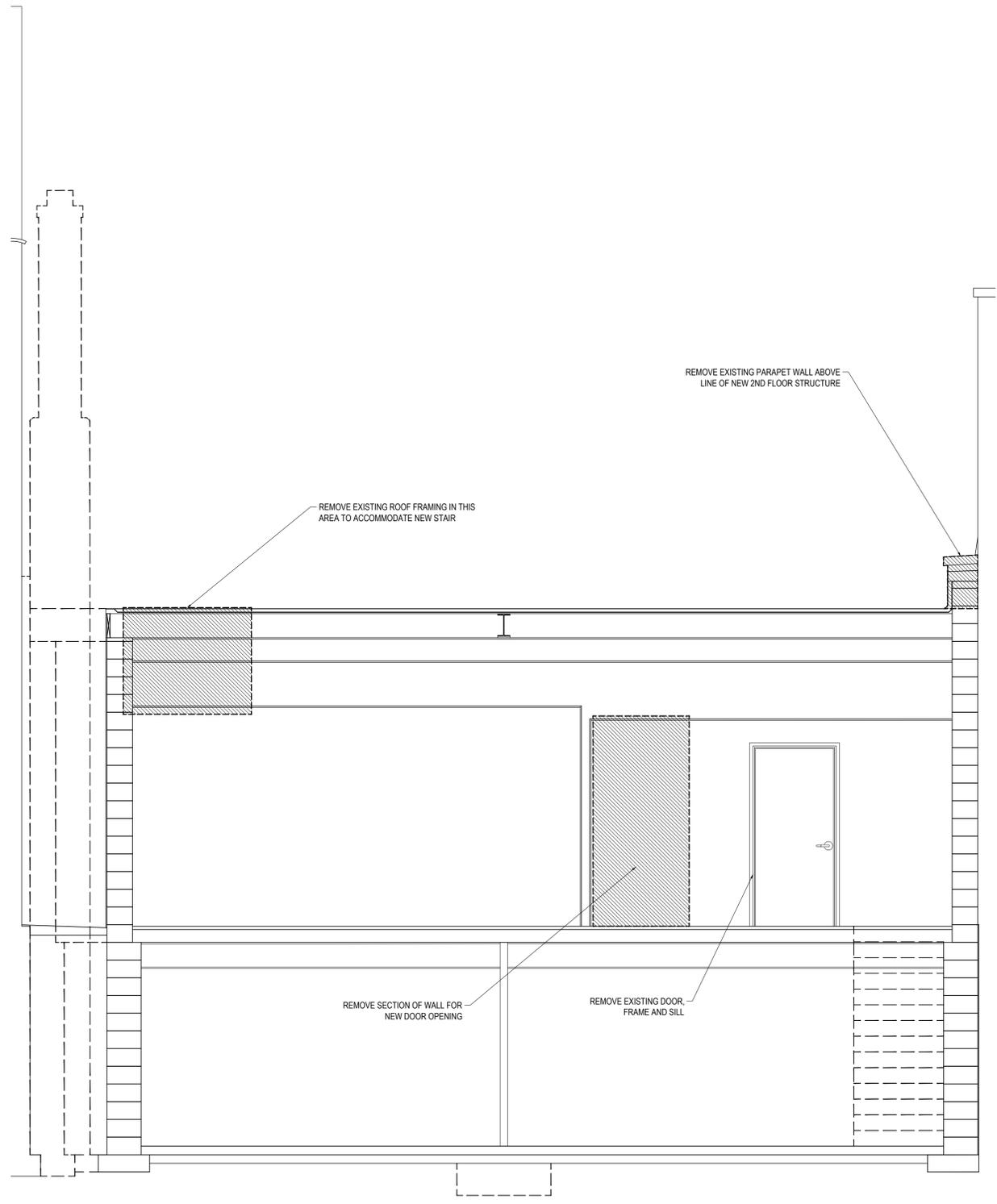
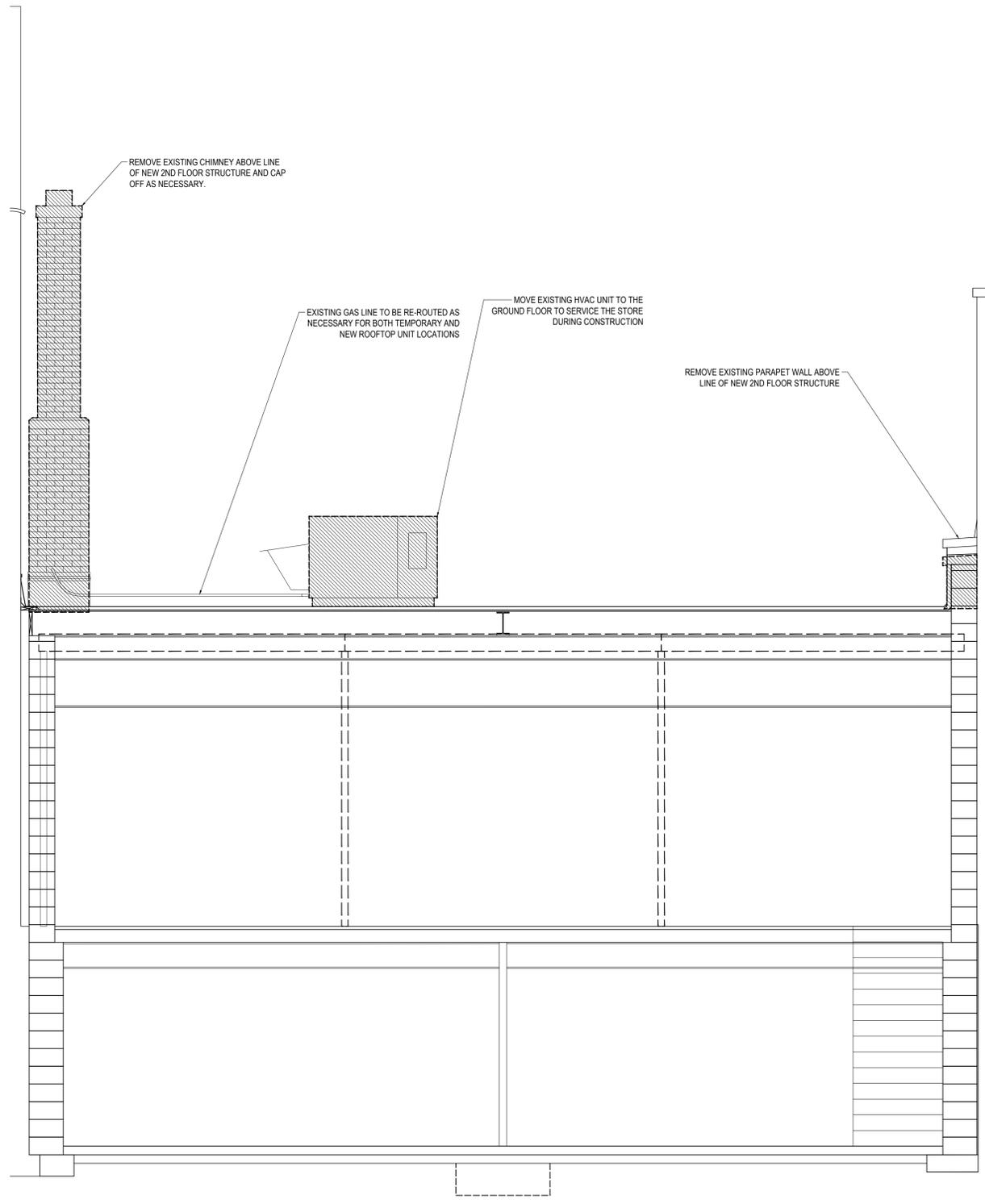
PERMIT SET

PROJECT NO: 1907
DRAWN BY: ADL, ODV
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SCALE: 3/8" = 1'-0"

EXISTING DEMO SOUTH
ELEVATION

A0.7

**SCHWANKE - KASTEN
BUILDING ADDITION**



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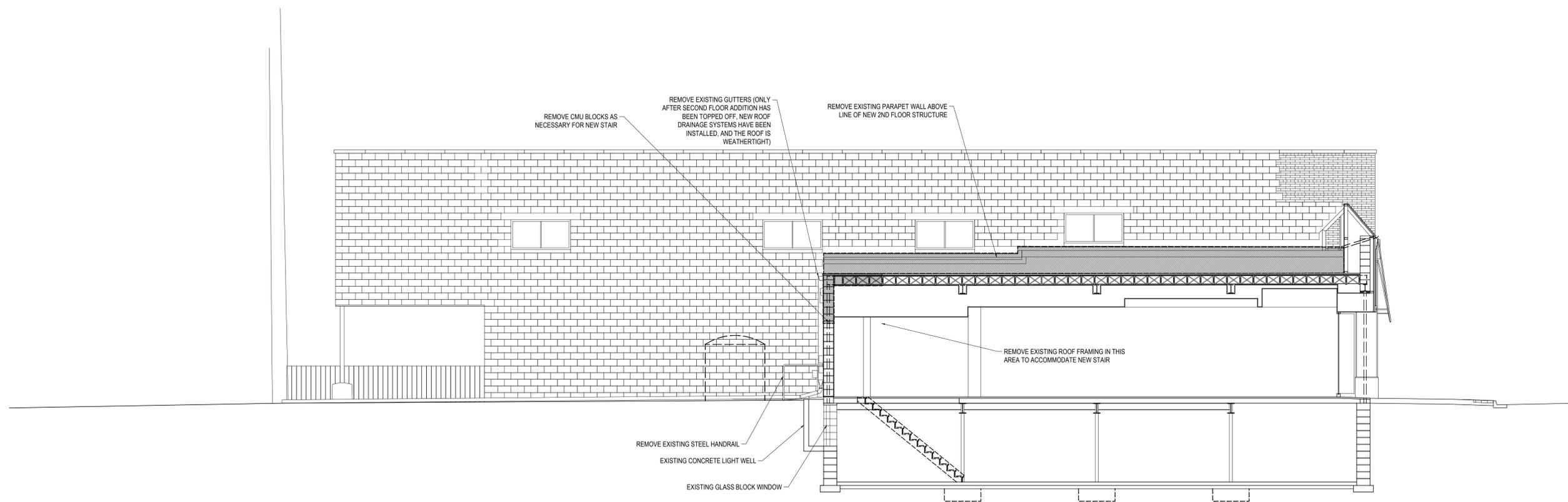
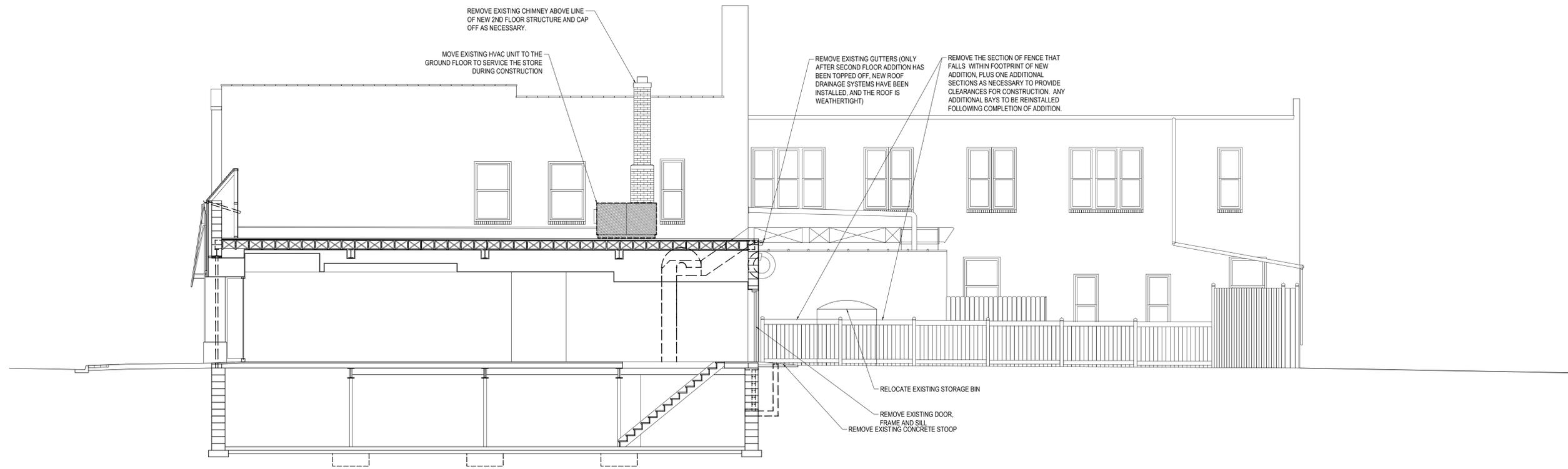
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PROJECT NO: 1907
DRAWN BY: ADL, ODV
DATE ISSUED: 2/26/2020
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SCALE: 3/8" = 1'-0"

EXISTING DEMO CROSS
SECTIONS

A0.8

**SCHWANKE - KASTEN
BUILDING ADDITION**



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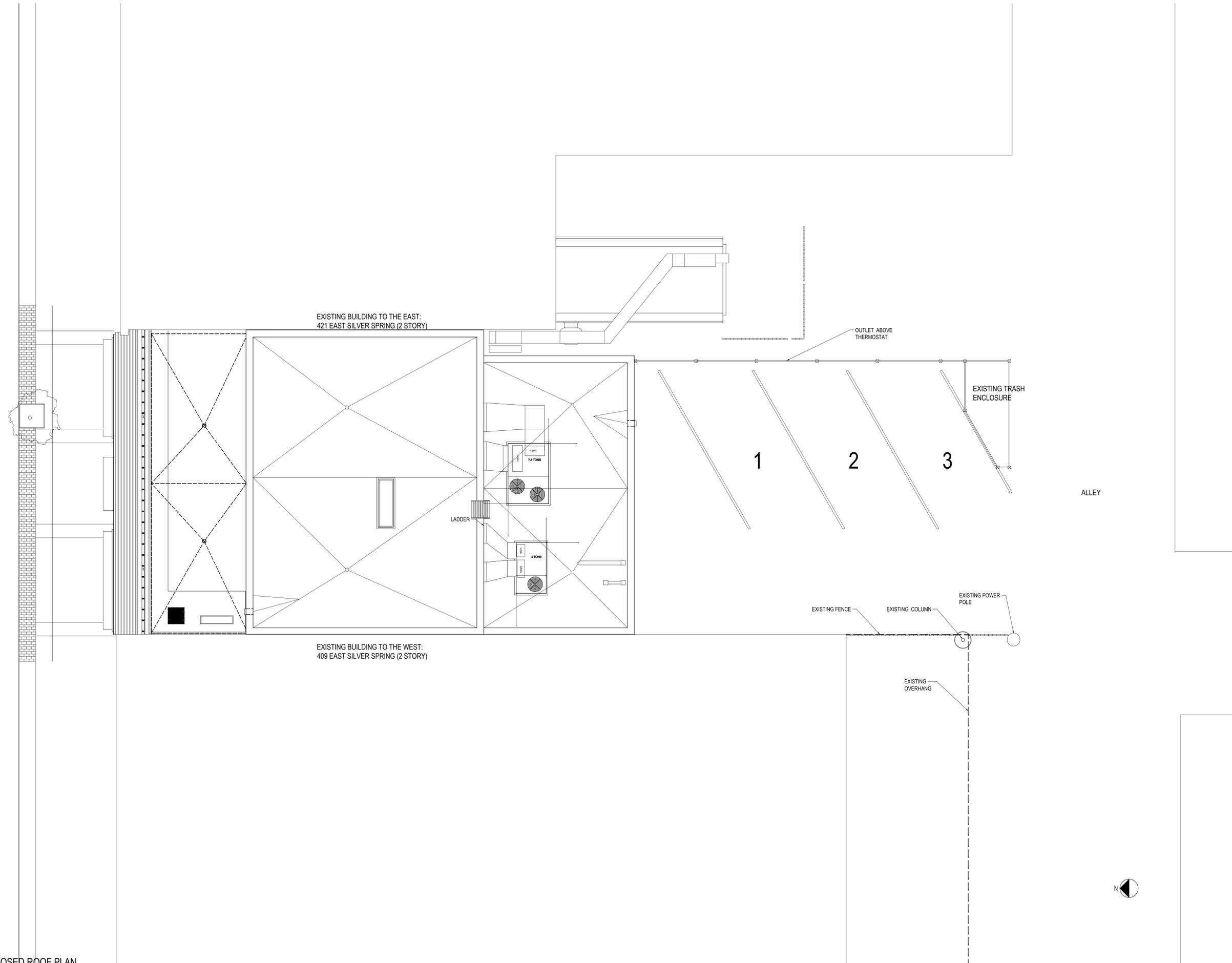
PROJECT NO: 1907
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SCALE: 3/16" = 1'-0"

EXISTING DEMO LONG
SECTIONS

A0.9

**SCHWANKE - KASTEN
BUILDING ADDITION**



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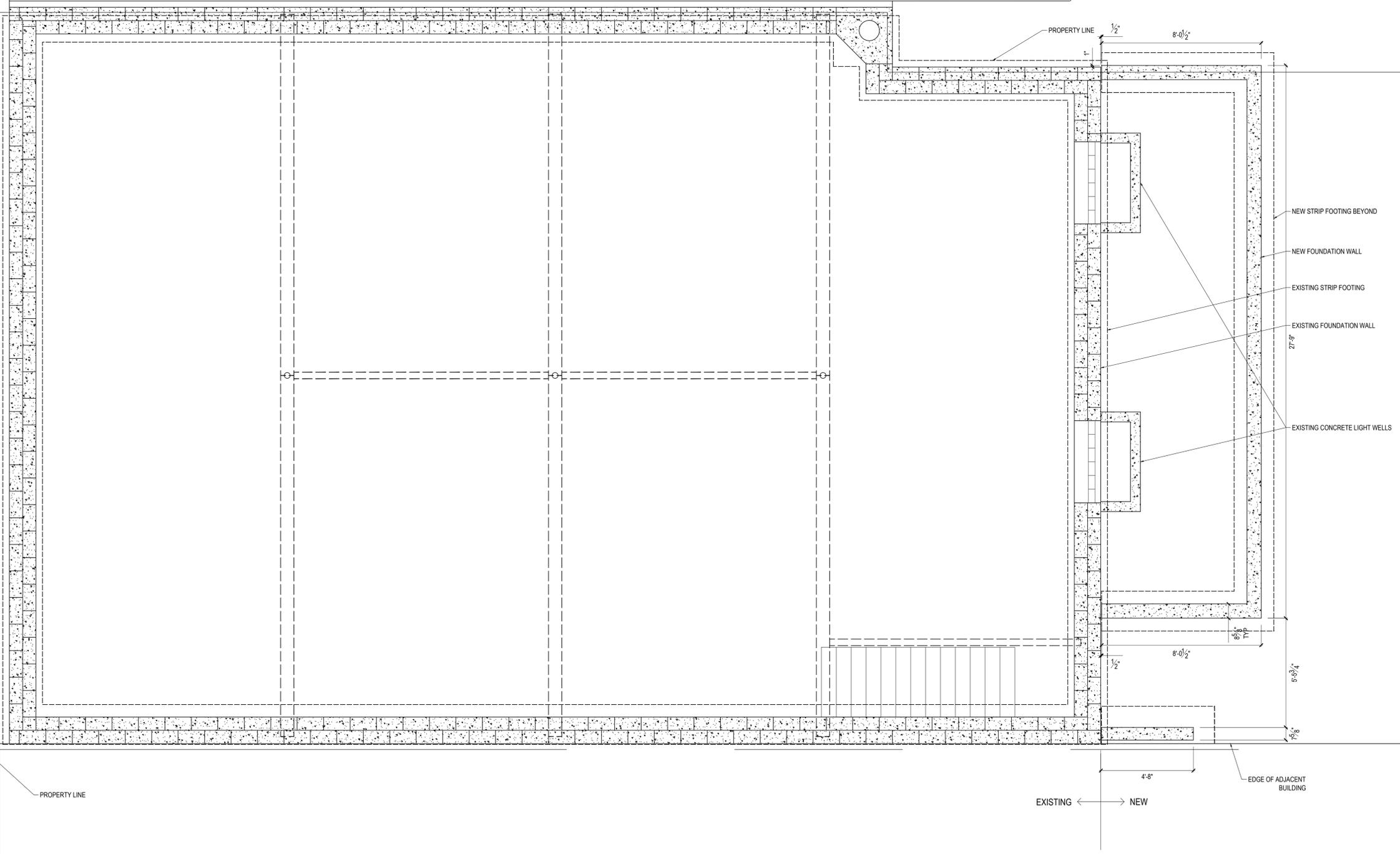
PERMIT SET

PROJECT NO: 1907
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SCALE: 3/16" = 1'-0"

PROPOSED SITE PLAN



**SCHWANKE - KASTEN
BUILDING ADDITION**



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SCALE: 3/8" = 1'-0"

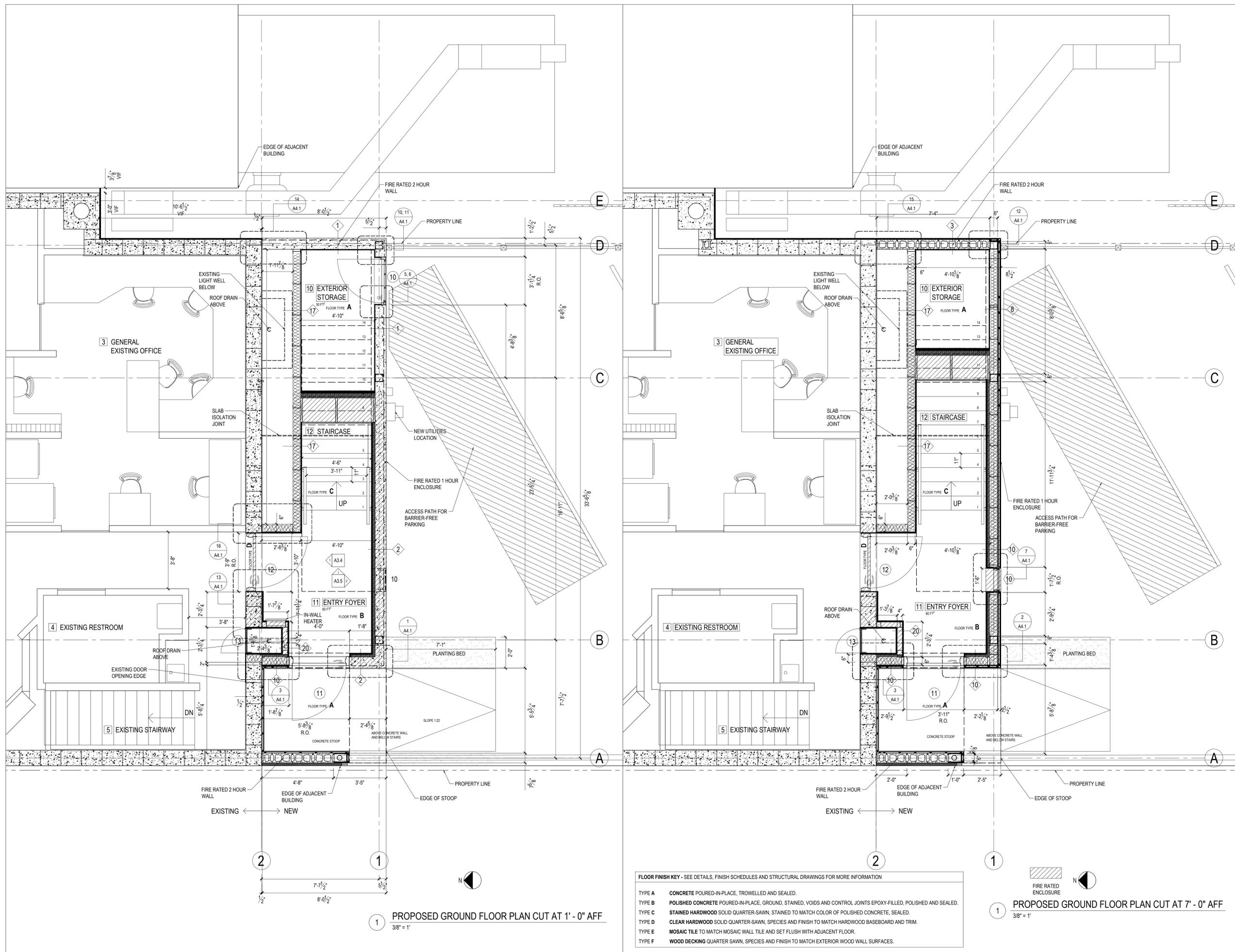
PROPOSED BASEMENT
PLAN



1 PROPOSED BASEMENT PLAN
3/8" = 1'

A1.1

SCHWANKE - KASTEN
BUILDING ADDITION



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SCALE: 3/8" = 1'-0"

PROPOSED GROUND
FLOOR PLAN

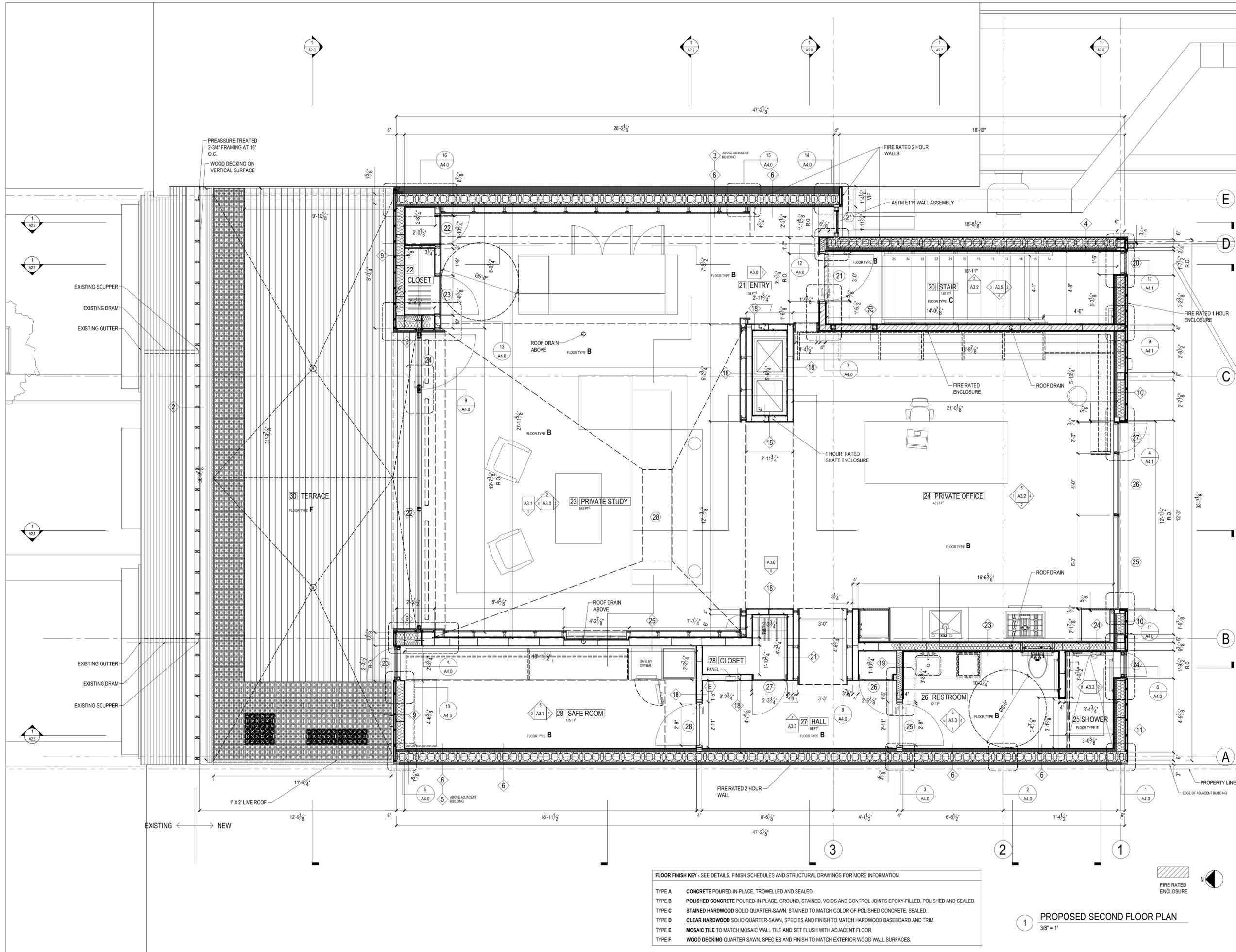
A1.2

FLOOR FINISH KEY - SEE DETAILS, FINISH SCHEDULES AND STRUCTURAL DRAWINGS FOR MORE INFORMATION

TYPE A	CONCRETE POURED-IN-PLACE, TROWELLED AND SEALED.
TYPE B	POLISHED CONCRETE POURED-IN-PLACE, GROUND, STAINED, VOIDS AND CONTROL JOINTS EPOXY-FILLED, POLISHED AND SEALED.
TYPE C	STAINED HARDWOOD SOLID QUARTER-SAWN, STAINED TO MATCH COLOR OF POLISHED CONCRETE, SEALED.
TYPE D	CLEAR HARDWOOD SOLID QUARTER-SAWN, SPECIES AND FINISH TO MATCH HARDWOOD BASEBOARD AND TRIM.
TYPE E	MOSAIC TILE TO MATCH MOSAIC WALL TILE AND SET FLUSH WITH ADJACENT FLOOR.
TYPE F	WOOD DECKING QUARTER SAWN, SPECIES AND FINISH TO MATCH EXTERIOR WOOD WALL SURFACES.

1 PROPOSED GROUND FLOOR PLAN CUT AT 7' - 0" AFF
3/8" = 1'

**SCHWANKE - KASTEN
BUILDING ADDITION**



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PROPOSED SECOND FLOOR
PLAN

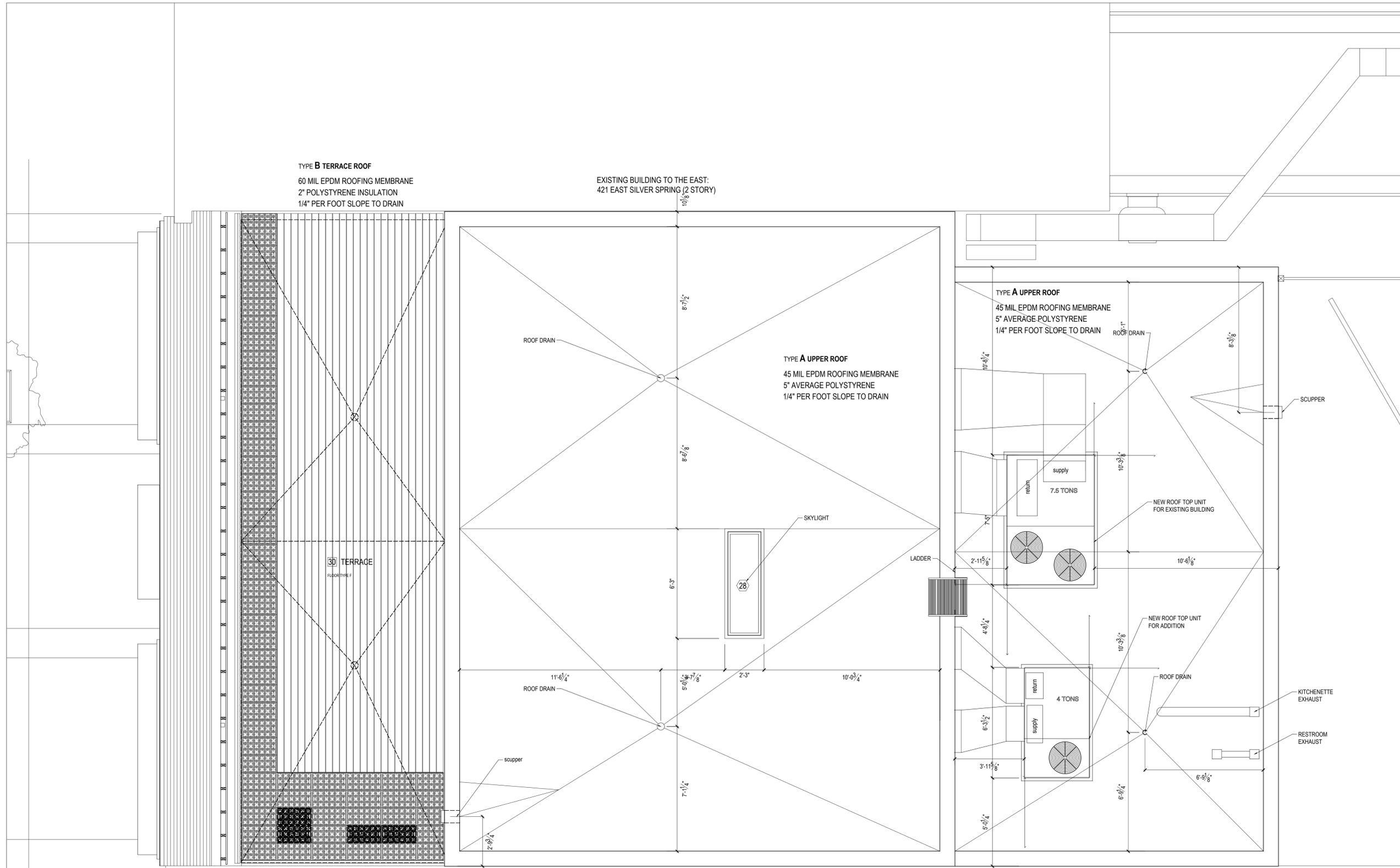
A1.3

FLOOR FINISH KEY - SEE DETAILS, FINISH SCHEDULES AND STRUCTURAL DRAWINGS FOR MORE INFORMATION

TYPE A	CONCRETE POURED-IN-PLACE, TROWELLED AND SEALED.
TYPE B	POLISHED CONCRETE POURED-IN-PLACE, GROUND, STAINED, VOIDS AND CONTROL JOINTS EPOXY-FILLED, POLISHED AND SEALED.
TYPE C	STAINED HARDWOOD SOLID QUARTER-SAWN, STAINED TO MATCH COLOR OF POLISHED CONCRETE, SEALED.
TYPE D	CLEAR HARDWOOD SOLID QUARTER-SAWN, SPECIES AND FINISH TO MATCH HARDWOOD BASEBOARD AND TRIM.
TYPE E	MOSAIC TILE TO MATCH MOSAIC WALL TILE AND SET FLUSH WITH ADJACENT FLOOR.
TYPE F	WOOD DECKING QUARTER SAWN, SPECIES AND FINISH TO MATCH EXTERIOR WOOD WALL SURFACES.

1 PROPOSED SECOND FLOOR PLAN
3/8" = 1'

**SCHWANKE - KASTEN
BUILDING ADDITION**



TYPE B TERRACE ROOF
60 MIL EPDM ROOFING MEMBRANE
2" POLYSTYRENE INSULATION
1/4" PER FOOT SLOPE TO DRAIN

EXISTING BUILDING TO THE EAST:
421 EAST SILVER SPRING (2 STORY)

TYPE A UPPER ROOF
45 MIL EPDM ROOFING MEMBRANE
5" AVERAGE POLYSTYRENE
1/4" PER FOOT SLOPE TO DRAIN

TYPE A UPPER ROOF
45 MIL EPDM ROOFING MEMBRANE
5" AVERAGE POLYSTYRENE
1/4" PER FOOT SLOPE TO DRAIN

30 TERRACE
FLOOR TYPE F

28

EXISTING BUILDING TO THE WEST:
409 EAST SILVER SPRING (2 STORY)

ROOFING KEY - SEE DETAILS AND STRUCTURAL DRAWINGS FOR MORE INFORMATION

TYPE A	UPPER ROOF 45 MIL EPDM ROOFING MEMBRANE, DENS-DECK OR SIMILAR ROOF BOARD, 5" AVERAGE POLYSTYRENE INSULATION, SLOPED 1/4" PER FOOT TO DRAIN. ROOF COVERING TO MEET CLASS B OR HIGHER.
TYPE B	TERRACE ROOF 60 MIL EPDM ROOFING MEMBRANE, DENS-GLASS OR SIMILAR RIGID BOARD UNDERLAYMENT TO DISTRIBUTE POINT LOADS OF WOOD DECK AND PLANTERS, MINIMUM POLYSTYRENE INSULATION REQUIRED TO PROVIDE SLOPE OF 1/4" PER FOOT TO DRAIN. ROOF COVERING TO MEET CLASS B OR HIGHER.

1 PROPOSED ROOF PLAN
3/8" = 1'-0"

**LA DALLMAN
ARCHITECTS, INC.**
2 BRADLEY STREET
SUITE S - 10
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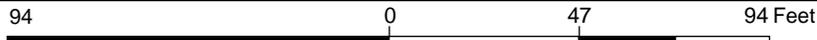
PROPOSED ROOF PLAN

A1.4





MILWAUKEE COUNTY INTERACTIVE MAPPING SERVICE



NAD_1983_2011_StatePlane_Wisconsin_South_FIPS_4803_Ft_ 1:564
©M/CAMLIS



DISCLAIMER: This map is a user generated static output from the Milwaukee County Land Information Office Interactive Mapping Service website. The contents herein are for reference purposes only and may or may not be accurate, current or otherwise reliable. No liability is assumed for the data delineated herein either expressed or implied by Milwaukee County or its employees.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

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March 31, 2020

Mr. Tim Blakeslee
Assistant Village Manager
Village of Whitefish Bay
5300 North Marlborough Drive
Whitefish Bay, WI 53217-5399

Re: Proposal for Professional Services

Dear Mr. Blakeslee:

Thank you for this opportunity to provide a quotation for professional services. The contents of this proposal letter spell out the Scope of Services to be provided, the Services Not Included, the proposed Completion Schedule, the Professional Fees, and the Assumptions and Conditions under which this proposal is being made.

I. PROJECT NAME: Consaul Commons
R.A. Smith, Inc. Project No.: 3190143

II. DESCRIPTION OF SERVICES TO BE PERFORMED:

A. Project Management

- Coordinate sub consultants / vendors.
- Establish schedules, staff meetings / reviews.
- Project correspondence & administration.
- Update cost estimates.
- Attend up to 3 board meetings, if required.

B. Landscape Architecture

- Paving plan / design (decorative pavers, curbing, permeable pavers).
- Planting plan, plant schedules.
- Specify specialty site amenities, green walls, seating, planters, etc. – see note below re: signs.
- Specifications for landscape plantings and amenities using R.A. Smith, Inc. standard template / format.

C. Civil Engineering

- Demolition Plan.
- Erosion Control Plan.
- Grading Plan.
- Drainage Plan - underdrain system for permeable pavers, and yard drains in landscape areas.
- Water Service Plan.
- Specifications/Project Manual – using R.A. Smith, Inc. standard template/format.
- Bidding – Bid advertisement, bid project using Quest, attend Bid Opening, verify bids and prepare recommendation letter.



Mr. Tim Blakeslee
Assistant Village Manager
Page 2 / February 24, 2020

D. Structural Engineering

- Design shade structure / element foundation based on vendor loading/criteria.
- Design bollards/bollard foundations.
- Design foundations for green screen wall(s).
- Design stage / deck area foundation and framing.
- Review pertinent shop drawings relative to structural design elements.

E. Lighting / Electrical Design

- Design and coordinate utility power to site.
- Power design for panel/distribution, power to signage, amenities, convenience outlets, etc.
- Lighting design for pathways, landscape areas, special feature areas (stage, potential artwork, etc.).
- Controls design meeting code requirements, considering time of day use, residential adjacency, and special feature use (performances, etc.).
- Perform photometric calculations and grayscale renderings to confirm design direction.
- Perform onsite mockups to confirm product specification requirements (anticipate 2).
- Plans and specifications for light fixtures, power equipment, controls, etc., for competitive bidding.

III. COMPLETION SCHEDULE:

We will work with the Village of Whitefish Bay on a mutually agreed upon timeframe / schedule for the development of the construction documents, bidding and construction.

IV. PROFESSIONAL FEES:

The above described scope of services will be provided on an hourly (T&E) not to exceed \$40,000. The breakdown of professional fees is as follows:

A.	Project Management	\$4,000.00
B.	Landscape Architecture	\$6,000.00
C.	Civil Engineering.....	\$15,000.00
D.	Structural Engineering.....	\$5,000.00
E.	Lighting / Electrical Design	\$10,000.00

V. ASSUMPTIONS AND CONDITIONS:

Our estimated fees are based on the following set of assumptions and conditions. Deviations from these may result in additional fees:

- A. Estimate based on preparing design plans one time through using final site plan (not multiple iterations).
- B. Assumed a Storm Water Management Plan is not required.
- C. Permits and permit fees paid by Village.
- D. Plans showing any relocation of existing utilities are not included.
- E. Village to provide name of official newspaper for bid advertisement.
- F. Fees for Bid Advertisement publication by Village.

Mr. Tim Blakeslee
Assistant Village Manager
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- G. Site visits during construction and/or construction services / administration are not included.
- H. Monument signs as shown in the concept plans will require a sign designer / fabricator / vendor (i.e. Poblocki Sign Co, etc.). R.A. Smith, Inc. will coordinate the monument sign designs with a vendor, but the fees for designing the signs are not included in the above estimates due to the uncertainty of the final design for the size / location / style / type of the signs.

VI. SERVICES NOT INCLUDED:

Unless specified elsewhere in this proposal, there are no additional or extended services beyond those specifically described in the Scope of Services.

The attached Standard General Contract Terms for Professional Services are hereby made part of this Agreement. If there are any questions concerning those, or the terms as presented, please contact us. To authorize R.A. Smith, Inc. to proceed please sign and return an original to our office.

We look forward to working with the Village of Whitefish Bay on this important and exciting project!

Sincerely,
R.A. Smith, Inc.



Thomas J. Mortensen, PLA, ASLA
Assistant Director of Land Development Services

Enclosures

