

COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, June 13, 2018

6:30 pm

**VILLAGE OF WHITEFISH BAY – Public Library Program Room
5420 North Marlborough Drive**

I. Call to Order and Roll Call

Chairperson Krueger called the meeting to order at 6:31 pm.

Present: Village President Julie Seigel, Village Trustee Jay Miller, Mike Dwyer, Brian Vanevenhoven, Jim Roemer (arrived 6:36), and Ray Krueger (Chairperson).

Also Present: Village Manager Paul Boening, Assistant Manager Tim Blakeslee, Stephanie Hacker from Graef, Craig Huebner from Graef, and Village Attorney Chris Jaekels

Absent with Notice: Peter Helfer

II. General Business

1. Approval of Minutes from the meeting held on December 19, 2017.

Village President Julie Seigel moved to approve the minutes of the December 19th meeting. Mike Dwyer seconded. Motion passed 6-0.

2. Discussion/Action regarding the Silver Spring Drive Parking Strategy.

Assistant Village Manager Blakeslee introduced the item, the study scope, and the Graef Team. Stephanie Hacker began with a brief history of the project from where the Village started to where the Village is today. She mentioned recently the Village Board recommended dissolving the parking utility.

Ray Krueger asked why the parking utility was planned to be dissolved. Village Manager Paul Boening stated that Parking Utility collection of the “rental charges” was put on hiatus in 2014 and the rental charges were never reinstated. It is anticipated that the parking utility will be dissolved by the end of the year. Trustee Miller noted that the amount collected from businesses was minimal. Village Attorney Chris Jaekels said it hasn't been officially dissolved yet. Village Manager Paul Boening and Village Attorney Chris Jaekels will be working to dissolve it in the near future.

Craig Huebner from Graef said that the report also broadly covers if the Village has enough parking now, will the village have enough parking in the future, and what's in the parking code. Trustee Miller asked about residential parking and convenience. Craig Huebner said that in general, a 1-minute walk or 200 feet is considered convenient for residential parking. Stephanie Hacker described page 16 and 17 with regards to adjusted parking and surplus parking. In general, she said the Village is okay right now with what we have.

Trustee Miller noted that employees still have issues. Craig Huebner mentioned the trouble he sees is with regards to permit parking and that employees are often parking in non-permit locations for a number of reasons. Craig Huebner mentioned there are 400 plus permits for 120 plus spots, but that doesn't mean there is a shortage because people are parking at different times and different lengths. Village President Julie Seigel asked about getting exact permit numbers prior to this being presented to the Village Board. Village Manager Paul Boening said he will get the information.

Craig Huebner discussed the parking considerations with regards to potential redevelopment. Ray Krueger stated that the CDA has always been conscious of parking when the CDA considers a redevelopment.

There was a discussion with Brian Vanevenhoven, Village Manager Paul Boening, and Village Attorney Chris Jaekels with regards to parking at the church. In summary, the agreement for use of the church parking is currently in the church's hands.

Jeff Commer (In the audience, President of Whitefish Bay BID) mentioned the issue of employees of the district parking in metered spots. Village Manager Paul Boening mentioned that he's also heard this issue from employers. Jim Roemer said that he recommends that the BID discuss this issue with their membership and that it's really an employer issue for them to figure out. Jeff Commer suggested new meter technology and alluded that it will likely be discussed shortly.

1. Stephanie Hacker described the reports first recommendation and the four associated sub-actions. Ray Krueger said that he believes all of these should be common sense. Mike Dwyer suggested that the Village give examples of how to use the permit when it is given to an employee. Roy suggested that with regards to subtopic D, it should be the employer's responsibility to get the permit back. Village President Julie Seigel stated the BID should be monitoring employee permits somehow and that it shouldn't be the responsibility of staff. Jeff Commer mentioned it would be difficult for the BID to enforce. There was a suggestion that this could be reminder information provided to the businesses by the BID. There was a suggestion by Stephanie Hacker that some of this can be added to recommendation 2.

Ray Krueger suggested the recommendation be passed along to the Village Board as stated, unanimous support.

2. Stephanie Hacker described recommendation two with the additions described in recommendation one. These were: the BID having refresher conversations with employees and that it should be the employer's responsibility to get permits back.

Trustee Miller asked if all employees know where the employee parking is. Village Manager Paul Boening mentioned that some do, but likely not everyone. Trustee Miller said that this parking information should be provided to employees when they get their permit.

Ray Krueger suggested the recommendation be passed along to the Village Board with the addition BID having refresher conversations with employees, it should be the employers responsibility to get the permit back, and that parking information should be provided to employees when they get their permit, unanimous support.

3. Stephanie Hacker described recommendation three. Trustee Miller stated he thought the recommendation was very broad and that he didn't understand how it could be implemented. Trustee Miller asked what exactly does it mean. Craig Huebner gave examples of alternate transportation, bikes, bus passes, etc... Trustee Miller believes this recommendation needs to provide more detail. Ray Krueger asked if this recommendation was designed for employees or employers. He also asked about developers. Stephanie Hacker believes that it would be all of the above, however Graef can provide greater detail.

Ray Krueger suggested the recommendation be passed along to the Village board upon the collection of additional information and examples provided by Graef, unanimous support

4. Craig Huebner described recommendation four and that it would be a complete amendment to the parking standards. Village Manager Paul Boening said that the current regulations are outdated, but continue to work. Mike Dwyer mentioned that if the current parking requirements are overstated are we requiring too much parking, and eventually forcing ourselves to pay for parking we don't need. Jim Roemer suggested that now is not the time to update this section and that when the time arises to make an overhaul the Village can engage a consultant at that time. Village Manager Paul Boening agreed and said that the Village will work with the Plan Commission to grant exemptions for now.

Ray Krueger suggested the recommendation not be passed along to the Village board at this time. However, this could be revisited when the need arises.

5. Craig Huebner described recommendation five. Village Manager Paul Boening said that Assistant Village Manager Blakeslee will be looking into updating meter technologies in the future. Village President Julie Seigel said that residents get very upset with the coin-only meters. Ray Krueger asked if the new technologies proposal would run through the CDA. Village Manager Paul Boening said that it

would. Jeff Commer said the BID would like to participate in a discussion regarding the meters.

Ray Krueger suggested the recommendation be passed along to the Village Board as stated, unanimous support.

6. Craig Huebner described recommendation six and the need to prohibit 80 feet of uninterrupted parking. Trustee Miller mentioned the Aurora lot. Craig Huebner said that is an example, however it is often used for things like the farmers market. There was discussion regarding the need for this item because it is covered in the design guidelines. Craig Huebner suggested that this is just reinforcing the guidelines. The discussion focused on removing sub-recommendation A and C and to highlight only recommendation B to focus attention on reinforcing the design guidelines.

Ray Krueger suggested the recommendation be passed along to the Village Board with the removal of sub-section A and C, unanimous support.

7. *Ray Krueger suggested the recommendation not be passed along to the Village Board, unanimous support.*

8. Action 8 was skipped because the Village is planning to dissolve the parking utility.

9. Craig Huebner described action nine as completing a more in-depth study. Stephanie Hacker mentioned that action 9 was a recommendation from an older Village Board and staff that have turned over. Ray Krueger asked if there would be overlap from a detailed report and the current study. Stephanie Hacker mentioned that on page 33 section 1, 2, 3, and some of 4 would provide new information. Village Manager Paul Boening suggested keeping this recommendation, but adding the statement "if the future need arises." Mike Dwyer suggested he would like to see action on items in the current study before an additional study is completed.

Ray Krueger suggested the recommendation be passed along to the Village Board with the addition of "If the future need arises", unanimous support.

Trustee Miller stated that he believes that the major issues are employee vs. customer parking and meter condition/technology.

Trustee Miller moved to recommend that the Community Development Authority send the Silver Spring Parking Strategy to the Village Board for review with the alterations as described in each recommendation. Seconded by Jim Roemer. Passed 6-0.

3. Discussion/Action to define a scope for the public input phase of the Consaul Commons redevelopment project.

Village Manager Paul Boening gave a background on the Consaul Commons redevelopment project and a history of the site. Village Manager Paul Boening stated he is looking to get input from the CDA with regards to how much public input should be received prior to going out to RFP for design.

Jim Roemer asked how much money is available for design. Village Manager Paul Boening said between \$6,000 and \$7,000 dollars. Ray Krueger asked where the money would come from to pay for project construction. Village Manager Paul Boening said that there was a donation from the Mandel group and also from TIF1 which has between \$1.2 and \$1.3 million.

Ray Krueger asked about the general gist of what Mr. Boening is looking for. Village Manager Paul Boening said that he is looking for how extensive of a process to conduct. This could involve setting up at events, public hearings, poster boards, etc. Mike Dwyer asked about previous input the Village received with regards to the parks plan. Ray Krueger asked if there was already a concept or if we are starting from square one. Village Manager Paul Boening said that the parks plan called for an expanded look into the Consaul Commons property but it did provide some examples.

Ray Krueger said that the next step is taking a closer look at Consaul Commons. Stephanie Hacker stated she wanted to make sure public input is included in the discussion. Jim Roemer asked Village staff what they have heard about the property. Village Manager Paul Boening said they have heard things like why is the project on hold, the importance of stakeholder involvement, and questions about when input is needed from the public. Village Manager Paul Boening said that Dr. Patel is very interested about when the project is going to move forward.

Mike Dwyer said he would prefer to see several concepts before it goes to the entire community for comment. Village Manager Paul Boening clarified that he was asking for direction about receiving comment prior to developing concepts, so that the RFP/concepts that are developed already have a general direction. Ray Krueger said that it should grow out of the park plan and that they need to keep in mind the scale/size of the property. Stephanie Hacker and Village Manager Paul Boening suggested that possibly they could look for input from immediate stakeholders prior to the RFP/design such as the BID. Trustee Miller suggested including immediately adjacent businesses as well.

Stephanie Hacker cautioned that it's important to have some direction prior to design before the plans are fully completed. Village Manager Paul Boening agreed and thought the first process would be to talk to immediate stakeholders, then develop the RFP/initial concepts, then bring the design back to the public for open input.

Jim Roemer asked who would be developing the RFP. Village Manager Paul Boening said staff would be developing the RFP but would use examples provided by Stephanie Hacker. Jeff Commer asked if this could tie in design for Village entrances as well. Ray Krueger said that was not the plan at this time.

Village President Julie Seigel asked about a cost ceiling for the project. Ray Krueger wasn't sure a number was needed at this time. Village President Julie Seigel said she was worried that if the Village provides good, better, best examples then residents will want the best regardless of the cost. Mike Dwyer said the Village can choose what is acceptable and what to show the public for consideration based on direction from the CDA, staff, and the Village Board. Trustee Miller wasn't sure they could provide a budgetary cap until they know the scope of the project. Brian Vanevenhoven mentioned that a large donation was already received which will help with the total project cost.

Village President Julie Seigel suggested being aware of the budget considerations. Ray Krueger suggested the Village Board should think about the budget sweet spot for the project. Village Manager Paul Boening stated that if TIF money was used the project would eventually need Village Board review and approval before moving forward. Stephanie Hacker discussed the RFP process. Brian Vanevenhoven asked if this was just Consaul Commons or if it would also include Berkley. Village Manager Paul Boening said it just included Consaul Commons.

Ray Krueger moved that Village Staff begin an initial public input process for the Consaul Commons redesign project which should involve meetings with the immediate adjacent stakeholders and the Whitefish Bay Business Improvement District. It was further moved that Village Staff should then develop an RFP for Consaul Commons design based on the input received from the stakeholders. Trustee Miller Seconded. Motion passed 6-0.

4. There were no items for closed session. Village Manager Paul Boening provided a brief update of several recent grant requests, meetings he has had regarding future development, and the progress of the Village Hall renovation project.
5. Trustee Miller moved to adjourn at 8:25 pm. Brian Vanevenhoven seconded. Motion passed 6-0.