

MINUTES FROM COMMUNITY DEVELOPMENT AUTHORITY
January 22, 2018

Present: Kjell Erlandsson; Fran Martin, Marla Wishau, Jim Dobbs, Dave Gobis

Absent: Lee Wishau, Bill Streeter

Also Present: Margaret Lechner, Howard Stacey, Kathy Trentadue

1. Meeting was called to order by Fran Martin at 5:00 p.m. at the Caledonia Village Hall meeting room.
2. Approval of Minutes from November 27, 2017. Motion to approve Marla Wishau; Second by Dave Gobis. Motion Carried
3. Update report on blighted properties by Jim Dobbs - Elaine Ekes, the village lawyer, is getting information together and checking the City of Racine ordinances to see what they do. Tom Lazcano will be at our next CDA meeting, as he will be involved with the parameters and the administration, probably with our police department, and possibly fire department as required.
4. Western Publishing / O-Brown Properties - Jim Dobbs reported both properties are said to be under contract. The purchasers have said their plans are to keep the existing buildings and possibly build an addition if needed, there would not be any buildings razed. The redesign/remodel would be for apartments. The properties are currently zoned institutional and commercial, so they would require rezoning. We will wait to see what they present to the Planning Commission and Village Building/Engineering departments.
5. Oak Creek Tree Removal Demonstration – Fran found that Oak Creek is offering a \$20 demonstration open to the public, where a Milwaukee Forester will show how to take down a tree and chainsaw safety. Fran called Oak Creek and they would welcome all Caledonia citizens interested. This is a great way to start the education to our citizens about the Ash Borer and devastation of so many ash trees on everyone's property. Information: SATURDAY, FEBRUARY 10, 2018 10:00 A.M. TO NOON - AT OAK CREEK MUNICIPAL SERVICES BUILDING – 800 W. PUETZ ROAD, OAK CREEK. This is the link: <https://www.facebook.com/events/2093569464262598/>
Dave Gobis said he would look for grant availability to governments for educational purposes. The village then could consider flyers and other EAB information, as well as additional classes.
6. I94 Study – Lee was unable to attend the meeting so we tabled this until next meeting. Fran will be attending future meetings, as well.
7. Marla met with Jim Keeker and Mary Jo Schmidt regarding the completion of a detailed checklist for single family residential building. They were very supportive and helpful, but suggested a better first effort might be for commercial development using rented buildings. They feel by making a checklist for start up businesses first, and making the checklist available when the entrepreneur requests a conditional use or is researching how to start a business in Caledonia, we could prevent many misunderstandings and hard feelings due to business start up delays. So Marla and Lee will shift to this checklist first, and then roll right into completing the Single Family Residential checklist. After that, Jim suggested the Multi Family and Subdivision residential checklist, then to Commercial and Industrial checklists. Jim Dobbs told the CDA that there is now a Development Review Team, of which he, Tom Christensen, Tony Bunkleman, Tom Lazcano are some of its members. They need to be sure they are involved with every development, but this is a great step in the right direction to supporting developers and assisting them in their development as uncomplicated as possible by keeping communications open and positive.
8. Re signs: Fran has received a contact at Payne and Dolan by Tom Christensen and expects to hear back by the next meeting.
9. Marla will send Tom Lazcano a memo, reviewed by Jim Dobbs at the meeting, summarizing the correspondence regarding the median on Douglas Avenue that is causing safety concerns and the minutes from the meeting with the State of WI DOT. Tom Lazcano should be able to attend the next CDA meeting to share any thoughts he might have for fix to this problem and possible costs. Dave wonders if it is worth pursuing the expensive reconstruction costs of the medians as the State DOT suggested. Marla and Fran both feel we need to exhaust every option, then present it to the businesses affected to see if there is anything they could afford to fix. We should determine if the

businesses were there when the state put the medians in to start with. Precedent is that the business pays for the median changes, as Park Ridge did with their turn lane request.

10. Marla passed out a plan to involve a subcommittee to compare the 2006 Caledonia Land Use Plan to the 2035 SEWRPC County Land Use Plan. There were 8 “assignments” of which CDA members volunteered to do 5 of them and the Planning Commission is doing the I94 section. We need 2 more volunteers. The plan is attached. Jim Dobbs will talk with Julie Anderson to get a SEWRPC contact, and then we can find out what they need to incorporate additional Village input into the 2050 plan. Marla will talk with Chad at Image Management to see what he suggests regarding a survey. So far he suggested Survey Monkey and the question is how to tell residents to complete it. Howard Stacey will check with Bob Lui about using the quarterly special assessment mailing to include a page asking all residents to go to the survey program to complete the survey. We will be using some of the questions from the original 2002 survey, of which 9000 surveys were mailed and 25% were returned and used to assist in completing the Caledonia Land Use Plan. We want to be sure what we put in the 2050 plan is in keeping with how the residents see the village developing.
11. Marla mailed out 75 letters to Franksville businesses. They will be responding via e-mail and Marla will report a summary of responses at the next meeting.
12. Martha Hutsick was not able to attend. Her report is attached. Marla asked Kjell Erlandsson (CDA Treasurer) to prepare a worksheet to detail the CDA budget, the Douglas Avenue Business Association budget and the Franksville Budget. Marla will accumulate expenses through the year and Kjell can adjust the balances. Larry Borchart, the village accountant, has CDA as a line item under professional services, not a cost center on its own, so it is necessary to track the information manually.
13. New Business – Fran spoke with the Mount Pleasant CDA chairman and he said he would talk with us about what the MP CDA is involved with. That would probably be the March or April CDA meeting.
14. Meeting adjourned 6:30 p.m. Motion made by Fran Martin, Seconded by Dave Gobis. Motion Carried.

Respectfully submitted by Marla Wishau

Process for comparison of Caledonia Land Use Plan (outdated) to 2035 SEWRPC Land Use Plan (currently being updated to new 2050 plan) **Assignments:**

Johnson Park and Franksville sections (2&3)	Rural and County Lots sections(4&5) Kjell
Tabor Woods and East Side sections (6&9)	Douglas Ave section (7) Dave
I94 section (8) Planning Commission	Ordinance Research / Gathering - Marla
Ordinance Review - Marla	Survey -Marla)

Objectives for those **comparing sections of the Caledonia Land Use Plan to the SEWRPC 2035 plan:**

1. Note outdated information within the Caledonia Land Use plan and highlight in ORANGE
2. Note differences between Caledonia Land Use plan and 2035 SEWRPC Plan and highlight in YELLOW. These differences might be zoning, sewer/water areas, etc.
3. Note any questions or concerns within either plan that you have with a GREEN highlighter
4. Put any notes on a separate piece of paper
5. Some sections might have multiple colors, so highlight with single thin line

Objectives for those **reviewing current ordinances** related to land use – zoning/conditional use/ development , etc.

1. Print out the current ordinance
2. File the ordinance in a folder in ordinance number order
3. Review each ordinance, highlight any questions in BLUE

Objectives for **decision making** so the **2035 SEWRPC plan is updated** to include everything that is important from the Caledonia Land Use plan and will be incorporated to the updated 2050 Caledonia section of the SEWRPC Racine County Land Use Plan

1. Section by Section discussion of differences, dated materials and questions.
 - a. Adjust the SEWRPC plan to include anything that is not there from the Caledonia Land Use plan that is not there and should be
 - b. Answer the questions and make changes to the SEWRPC plan if needed
 - c. Present to full board for discussion / adoption
 - d. Communication with SEWRPC to get changes incorporated to the 2050 Caledonia portion of the SEWRPC County Land Use Plan

Objective for **decision making** so the **Ordinances** are current and clear, additional ordinances are created if necessary, ordinances are removed if necessary.

1. Present CDA committee list of every ordinance that exists, changes proposed, additional ordinances recommended deletion of ordinances if needed.
 - a. Review and discuss the ordinances, make required changes
 - b. Work with Legislative committee for assistance and guidance
 - c. Present to full board for discussion / adoption

Dear CDA Members,

I am ill and won't be able to attend the meeting tonight. Here is my report.

The Caledonia Douglas Avenue Business Association is moving along on our Spring Flower Pot program and revisions to our Food and Drink Guide and Informational Brochure. To move ahead with our pot program we decided to delete the signs and planters at the entrance to Caledonia on the Southwest corner of Douglas Avenue and 3 Mile Road because our

budget was restricted by the CDA to \$5000.00 The CDA previously had expressed an interest in pursuing this program to include more entrances to Caledonia. An estimate for the 2 big pots that now adorn the opposite corner as the entrance to Racine, Mileager's has given us an estimate of \$1325. Mileager's would be willing to work with the CDA, Payne and Dolan, or any group who would like take on this program.

I have been absorbing the function of what a treasurer of an organization would do and have recommended that our group elect a Treasurer. I have met with Larry B. several times to understand the CDA line item in the Village of Caledonia Budget. The Caledonia Douglas Avenue Business Association and the proposed Franksville Business Association are all included in this one line item which cannot be segregated out. Larry has been very helpful in explaining this all to me. He did say that no one told him of the separate groups which would be accessing this line item. This is not my job. I feel that some official from the Village should be communicating with him about the groups that will access this line item. I also recommend that the CDA itself elect a Treasurer.

Thank you,
Martha Hutsick