

MINUTES FROM COMMUNITY DEVELOPMENT AUTHORITY
August 22, 2018

Present: Kjell Erlandsson; Fran Martin, William Streeter, Dave Gobis, Marla Wishau, Jim Dobbs,
Also Present: Martha Hutsick, Lee Wishau, Elsa Milaeger

1. Meeting was called to order by William Streeter at 5:00 p.m. at the Caledonia Village Hall meeting room.
2. Approval of Minutes from July 25, 2018. Motion to approve Fran Martin; Second by Kjell Erlandsson. Motion Carried
3. Direction for CDA as discussed in meeting with Jim Dobbs, Lee Wishau and Tom Christensen earlier in August provided the following direction for 2019's CDA committee. Jim noted this meeting had been "in the works" for several months and at that time Lee was the liaison, so when they finally did get to meet, Lee had been replaced by Fran Martin, but he did attend the meeting. Fran had thought she should have been included during the discussion. Lee said they spoke about the CDA statutes and ordinance definitions. By the end of the meeting there were these 5 items they felt should be the 2019 goals of the CDA: Douglas Avenue redevelopment, Branding of Caledonia, The development checklists (for single family/multi-family/subdivision/commercial/business developments and another checklist for businesses opening in Caledonia who are renting/leasing business space), Blight/Building and property standard ordinances, and the 2050 SEWRPC Plan reviews. Fran wanted to see the CDA more involved in the TID/TIF developments, but Jim did not feel another layer (already have Administration, Engineering, Planning and RCEDC involved) would not be beneficial. Fran said it would still be nice if CDA were included in information sharing, especially if it involved Douglas Avenue or Franksville development.

Lee said there was a study done for Caledonia on the Douglas Avenue Business District called CLUE. He asked that we get a copy of the summary level review as well as the detailed worksheet to all members of CDA by our next meeting. He would like CDA to create a pro-active vision / long range plan for Douglas Avenue and hopes the information provided in the CLUE study might start the process. Dave said he would like to see all Caledonia business included in our long range planning as well. Ideally, a process that allows the CDA to provide input to the planning 'department' and to the Board as development requests occur should be created. This would enable any long range plans for Caledonia's business areas to be discussed, reviewed and hopefully adopted.

The design standards are critical to creating the vision of the long range plan for the business districts. All members of the CDA want to turn Douglas Avenue, first and in particular, into something very attractive.

Marla made the motion to accept the 5 goals put forth by Jim Dobbs and Lee Wishau at the beginning of the discussion, and Dave and Fran made a request for an additional goal and more inclusive wording. The final motion from Marla is: The CDA want to accept the 6 goals assigned to them from Jim Dobs, President, for 2018-19. These are: Douglas Avenue Redevelopment Long Term Plan and other business district/area improvements; Branding Caledonia to create an image; Creation of user friendly checklists for any persons, developers, businesses looking to move into Caledonia by staff and CDA members. Followed by the posting of these checklists on the web and review and use of these checklists in the appropriate departments; The creation and adoption of a Building and Property Standard ordinance with the help of the legal department and administrative staff; The review of the 2050 SEWRPC plan, discussion and report to the board; and Encourage monitor and provide guidance to the effort currently underway to create design standards that will become the ordinance enforced in all future development. Fran seconded. Motion carried

4. Elaine Ekes and Jim Dobbs covered the update on a building standard / property standard ordinance that would thoroughly define and allow enforcement of any blight issues that might arise. Elaine created a binder for each member with like ordinances in existence from nearby communities for our review. Using these for guidance, we can take the ordinances we have (Karie had provided a list to Marla after Legislative and Licensing reviewed all the property standards already on the books – Marla said she would send this list to Elaine) and create any standards that are missing. At the same time reorganize the ordinances for ease of use by all the departments who might be using them to enforcement. Currently no one is tasked with enforcement, it is a complaint driven process and Caledonia has made no commitment to resources. Often the process begins with the County Development Services department and the Caledonia Police are asked to make the visits to the offending property owners. The process is low on the police priority list, but we have had favorable results. CDA members to not see the need to do anything

more than create a stronger, more concise ordinance at this time. As the community grows we might get complaints or have more need to address blight issues.

5. Kjell reported Larry said our budget is lapsing, which means any unspent budget at the end of the year is rolled back into the general fund. This is fine, but contrary to what Martha thought when she spoke with Larry. She understood any unspent money would be rolled to the next year. Jim, Lee and Fran will be looking into any options to have more account lines for our budget detail in CDA (like DABA, Signage, Website, etc.) so we might have an easier time tracking budget to actual.
6. CDA budgeted \$8,000 to signage in 2018 and \$5,000 to Franksville business. Since Franksville did not materialize as a need, we can increase our sign account to \$13,000. Elsa Milaeger came to our meeting and reviewed some ideas from other communities WELCOME signs. Fran made a motion: To authorize Elsa Milaeger to design some signs. She can provide sketches or drawings and bill up to \$500 for this work. Marla seconded.

During discussion, Lee asked for Elsa's credentials and she explained her experience and background in design and promotion. Elsa should provide a professional services agreement/letter to Tom Christensen stating she will provide sign details not to exceed \$500. Motion carried.

7. Martha Hutsick provided the following report for the Douglas Avenue Business Association:
Regarding the median discussion with Tom Lazcano and the DABA:
 We met with the businesses and told them a median opening as not possible and we are not going to open the center lane, they are currently looking into a shared driveway option
Regarding the monthly DABA report:
 Martha presented preliminary budget requests for 2019. The prime focus of the group is the 2019 Hwy 32 project.
8. New Business is to make sure all members get the CLUE study for the next meeting
9. Meeting adjourned 7:00 p.m. Motion made by Kjell Erlandsson, Seconded by William Streeter. Motion Carried.

Respectfully submitted by Marla Wishau