



**AGENDA**  
**City of Milton**  
**Community Development Authority**  
**Monday, February 11, 2019**  
**2:30 p.m.**  
**MILTON CITY HALL**  
**Council Chambers, 710 S. Janesville Street**

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approval of Minutes - February 4, 2019**

Documents:

[Community Development Authority Minutes 2-4-19.pdf](#)

- 4. 2019 Work Plan**

- a. Discussion, Direction, and Possible Action Regarding the Proposed Residential Exterior Improvement Program**

Documents:

[Residential Exterior Improvement Program - Revised 2-6-19.pdf](#)

- 5. General Items**
- 6. Next Meeting Date**
- 7. Motion to Adjourn**

\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to 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 February 8, 2019 at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall.

**City of Milton**  
**Community Development Authority**  
**February 4, 2019**

**Call to Order**

Mayor Anissa Welch called the February 4, 2019 meeting of the Community Development Authority to order at 2:33 p.m.

Present: Mayor Anissa Welch, Ald. Ryan Holbrook, Dani Stivarius, Jason Cowley, Mike Sessler, Herb Stinski, and Amanda Benway.

Also Present: Administrative Services Director Inga Cushman.

**Approval of Meeting Minutes - December 3, 2018**

D. Stivarius motioned to approve the minutes. Ald. Holbrook seconded, and the motion carried.

**Discussion, Direction, and Possible Action Regarding the Proposed Residential Exterior Improvement Program**

The committee discussed the draft information for the Residential Exterior Improvement Program, and provided suggestions for changes. Director Cushman will make the requested changes to the document and present it to the committee for review again at their next meeting.

**Next Meeting Date**

The next meeting of the Community Development Authority will take place on February 11, 2019 at 2:30 p.m.

**General Items**

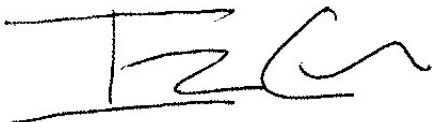
H. Stinski provided an update on the sign inventory.

Mayor Welch discussed the possibility of developing a neighborhood captain program. The committee requested this be on an agenda in March.

**Motion to Adjourn**

M. Sessler motioned to adjourn the February 4, 2019 meeting of the Community Development Authority at 3:27 p.m. Ald. Holbrook seconded, and the motion carried.

Respectfully Submitted,



Inga Cushman  
Administrative Services Director



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# 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 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 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.

**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.
- b.c. Replace exterior material with modern material (i.e. vinyl siding).
- e.d. Cleaning of exterior building surfaces.
- d.e. Tuck pointing and masonry repair.
- e.f. Painting of exterior building surfaces.
- f.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.
- g.h. Roof repairs
- h.i. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.)
- i.j. Removal of tree stumps that are located in the front or side setbacks, or terrace.
- j.k. ~~Other activities as designated by the Common Council~~ Other construction activities to improve the exterior of a building as approved by the Common Council.

## ~~3. Non-Eligible Projects~~

- ~~a. Interior improvements.~~
- ~~b. Purchase of property.~~
- ~~c. Construction of a new building.~~
- ~~d. Internal fixtures and equipment.~~
- ~~e. Removal without replacement of architecturally significant features and design elements.~~
- ~~f. Sidewalk repairs, unless necessitated by eligible improvements as listed above.~~
- ~~g. Replacement of existing doors, windows, or other public exterior elements unless otherwise described above or approved by the Common Council.~~
- ~~h. Roof replacements, except in cases where a new roof "style" is a critical component of the restoration or replacement project.~~
- ~~i. Any activity that is not consistent with the TID project plan and program goals.~~
- ~~j. Other activities as designated 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 ~~one~~ two contractor proposals that MUST be used for construction/installation; however it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind.** 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. ~~Fee waivers shall not be allowed, unless approved by the Common Council.~~
  - ~~9. Applicants who are delinquent with their real estate or personal property tax or have outstanding monetary balance due to the City for any other reason are not eligible.~~
  - ~~10. Payment shall be made on a reimbursement basis upon completion of construction/installation and approval of the Common Council and after recommendation of the Finance Director / Treasurer.~~
  - ~~11.9.~~ 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.
  - ~~12.10.~~ 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.
  - ~~13.11.~~ 11. Concurrent applications from the same applicant, unless for separate properties, 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.
  - ~~14.12.~~ 12. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.
  - ~~15.13.~~ 13. 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. ~~Common Council will have the ultimate authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects.~~ However, the Community Development Authority will review each application and forward on a recommendation to the Common Council.

## 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 ~~paid~~ invoices for the project and ~~or~~ proof of payment of their portion of the project costs to the Finance Director / Treasurer ~~City staff~~, 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.
12. Once the Finance Director / Treasurer has reviewed the Project Close-Out form and provided documentation ~~paid invoices/proof of payment~~, the Finance Director / Treasurer shall make a recommendation to Common Council on reimbursement payment.
13. After the Common Council approves reimbursement payment, the Finance Director / Treasurer will issue payment to the applicant contractor.

### **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 a total maximum of \$25,000 worth of grants on an annual basis. Grants will be reviewed and awarded on a first come, first serve basis unless expressly authorized by the Common Council.

### **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 \_\_\_\_\_

Contract License # \_\_\_\_\_

Contractor Address \_\_\_\_\_  
Street City State Zip

Contractor Phone \_\_\_\_\_

Contractor Email \_\_\_\_\_

Total Project Estimate \$ \_\_\_\_\_

Grant Request \$ \_\_\_\_\_

Other funding sources that will be used: \_\_\_\_\_

**DOCUMENTS TO INCLUDE**

- 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 applicant have outstanding delinquent taxes or municipal code violations?  Yes  No

Community Development Authority Review Date: \_\_\_\_\_

- Recommended Approval w/o conditions
- Recommended Approval w/conditions
- Recommended Denial

Recommended Conditions or Reason for Recommended Denial (if applicable):

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Common Council Review Date: \_\_\_\_\_

- Approved w/o conditions
- Approved w/conditions (see attached)
- Denied (reasons below)

Conditions or Reason for Denial (if applicable):

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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