



City of Verona

Community Development Authority
Meeting Agenda
Monday – May 18, 2020 – 6:00 P.M.
www.ci.verona.wi.us

Due to the COVID-19 pandemic, the Verona Community Development Authority (CDA) will hold its meeting as a virtual meeting. The CDA will not meet at City Hall, 111 Lincoln Street. Members of the CDA and Staff will join the meeting by using Zoom Webinar, as described immediately below.

Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options are asked to contact City Hall for details prior to the meeting at adam.sayre@ci.verona.wi.us or 608-848-9941.

Join the meeting via computer, tablet, or smart phone:

<https://zoom.us/j/99007051380>

Webinar ID: 990 0705 1380

Join the meeting via phone by dialing:

312-626-6799

Webinar ID: 990 0705 1380

The online meeting agenda and all support materials can be found at <https://www.ci.verona.wi.us/>. In addition to the public, all CDA members and Staff will also be participating remotely. Anyone with questions prior to the meeting may contact the City at (608) 848-9941 or adam.sayre@ci.verona.wi.us.

1. Call to Order
2. Roll Call
3. Approval of minutes from December 19, 2019 Community Development Authority Meeting.
4. Discussion & Possible Action – Sugar Creek Elementary School and New Century Charter School property RFP interviews (times are approximate):
 - a. 6:15 pm Gorman and Company
 - b. 6:45 pm Northpointe Avante
 - c. 7:15 pm McKenzie Apartment Company
 - d. 7:45 pm Steve Brown Apartments

5. Adjournment

Posted: Verona City Hall,
Miller's Market

All agendas are posted on the City's website at: www.ci.verona.wi.us

Notice: If need an interpreter, materials in alternative formats, or other accommodation to access the meeting, please contact the City Clerk at 845-6495 at least 48-hours preceding the meeting. Every reasonable effort will be made to accommodate your request.

Notice is hereby given that a majority of the City Council may be present at the meeting of the Plan Commission to gather information about a subject over which they have decision-making responsibility.

This constitutes a meeting of the City Council pursuant to the State ex rel. Badke v. Greendale Village Board, 173Wis. 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.

CITY OF VERONA
MINUTES
COMMUNITY DEVELOPMENT AUTHORITY (“CDA”)
December 19, 2019

1. **Call to order:** Errin Welty called the meeting to order at 5:07 pm.
2. **Roll call:** Luke Diaz, Adam Frey, Katie Kohl, Brett Polglaze and Errin Welty were present. Also in attendance: City Administrator Adam Sayre; Economic Development Manager Dayna Sarver; Community Development Specialist Katherine Holt; and City Clerk Ellen Clark. Dia Caulkins and Stephen Rudolph were absent.
3. **Public Comment:** Verona Area Historical Society President Jesse Charles thanked the Authority for mentioning the historic nature of New Century School and the need of the building and its historic character to need to remain in the RFP for redevelopment of the Sugar Creek Elementary School property. He requested that developers be encouraged to place the New Century School on the Register of Historic Places.
4. **Minutes:** Motion by Kohl, seconded by Diaz, to approve the minutes from the November 21, 2019 CDA meeting. Motion carried 4-0.

5. **Discussion and Possible Action: CDA Mission Statement.**

Welty asked the Authority members for their thoughts on the CDA mission statement.

Sarver stated there was discussion at the October 3, 2019 meeting regarding whether Tax Incremental Financing should be mentioned in the mission statement.

Welty stated listing specific tools may not be the best plan, as it may restrict what we can do. She likes the version presented that incorporates verbiage from the City of Sun Prairie’s CDA mission statement.

Kohl stated the mission statement should be a plan to guide the Authority, and should not be too specific.

Motion by Frey, seconded by Diaz, to approve the following mission statement:

“The purpose of the CDA is to eliminate or prevent blighted areas; provide and retain gainful employment opportunities and affordable housing; encourage growth of the City’s tax base; and stimulate the flow of investment capital into the City using a variety of financing methods available.”

Motion carried 5-0.

6. **Discussion and Possible Action: Possible CDA funding sources.**

Sarver stated at their last meeting, the Finance Committee seemed to be in agreement that 34% (approximately \$250,000) of the City’s revolving loan fund be given to the CDA. A final decision was not made, as one of the committee members was absent from the meeting.

Sayre stated if the CDA does get the money, the group will have to establish criteria regarding how the money will be spent.

7. Discussion and Possible Action: Draft RFP for Sugar Creek Elementary School and New Century Charter School property.

Welty likes the revisions to the RFP resulting from discussion at the last CDA meeting.

Kohl asked when the RFP will be going out.

Sayre replied the goal is to put it out in January.

Polglaze stated he would like the developers to have plenty of time to fill out the RFP completely and correctly, and suggested that the CDA's mission statement be added to the RFP.

Welty stated since this project will likely require the formation of partnerships between developers, they will need more time to put their proposals together.

Diaz asked if a point can be added to the scoring if the developer agrees to put the New Century School building on the Register of Historic Places.

Welty suggested encouraging developers to list the property on the Register of Historic Places as part of the Project Goals section of the RFP.

Polglaze suggested documenting the desire to have the New Century School listed on the Register of Historic Places by adding the addendum, "...while maintaining the historical nature of the building" to goal four.

Motion by Kohl, seconded by Frey, to approve the RFP for Rehabilitation and Redevelopment of Former School Site, 401 W. Verona Avenue, with the addition of the mission statement and language referring to placement of the New Century School on the Register of Historic Places. Motion carried 5-0.

7. Reports and comments from CDA members.

CDA members and guests introduced themselves to new member, Brett Polglaze.

8. Reports and comments from City Staff.

None

9. Adjourn: Motion by Kohl, seconded by Diaz, to adjourn at 5:24 pm. Motion carried 5-0.

Memorandum

To: Community Development Authority

From: Katherine Holt – Community Development Specialist

Date: May 18, 2020

Re: Sugar Creek Elementary School and New Century Charter School Site

The City posted the Sugar Creek Elementary and New Century Charter School site (“Property”) RFP in January of 2020. The RFPs were due at the end of March but were extended until April 27, 2020 due to the pandemic. The City received six (6) applications, which were reviewed and scored by Staff. The six (6) applications can be found online at

<https://www.ci.verona.wi.us/697/Sugar-Creek-Elementary-School-Site>. The RFP applications included high-level site plan designs with public amenities, new streets, housing, and financial information for the development of the Property. Table 1 provides a brief summary of the four (4) RFP’s that were selected for interviews:

Table 1

Name	Gorman	McKenzie	Northpointe Avante	Steve Brown
Market Rate	125	226	142	132
Affordable/ Work Force	87	92	142	104
Total Units	212	318	284	236
New Century	Fitness room, Makerspace, Community event space	Community use - potential use for nonprofit group	Makerspace, office, or commercial	Public-private partnership options of Children's museum, community center, non-profit headquarters, or maker space; Can be flipped to private options if needed

Public Amenity	Green space and Community event space in New Century	Pool, Community Center, Pool Building, Band Stand, Playground	Pickleball, Park Shelter, National Fitness Campaign Court	Plaza: Community center or performance space; Central Space: lawn, pool, or pickleball options
TIF	\$2.5M needed for preferred option 2 to demo school and infrastructure, but not needed for option 1	None except potentially for the extension of Church Ave.	None, but negotiate infrastructure and public improvements.	\$8.86M p. 27

Enclosed in the meeting packet are high-level site plan designs for each developer that will be interviewed. A scoring sheet is also included for the CDA to use to evaluate each proposal. The full submittals are located on the City’s website: <https://www.ci.verona.wi.us/697/Sugar-Creek-Elementary-School-Site>

The CDA will interview and evaluate the four (4) selected developers on May 18th and may select a proposal at this meeting or at a future meeting. The CDA will recommend a proposal to go before the Common Council for action in June or July. The selected proposal would still need to go through the development review process that includes public hearings with the Plan Commission and Common Council before a final site plan is approved for building permits. Ideally the development review process will occur prior the November City/VASD closing. Potential action by the CDA at this meeting includes:

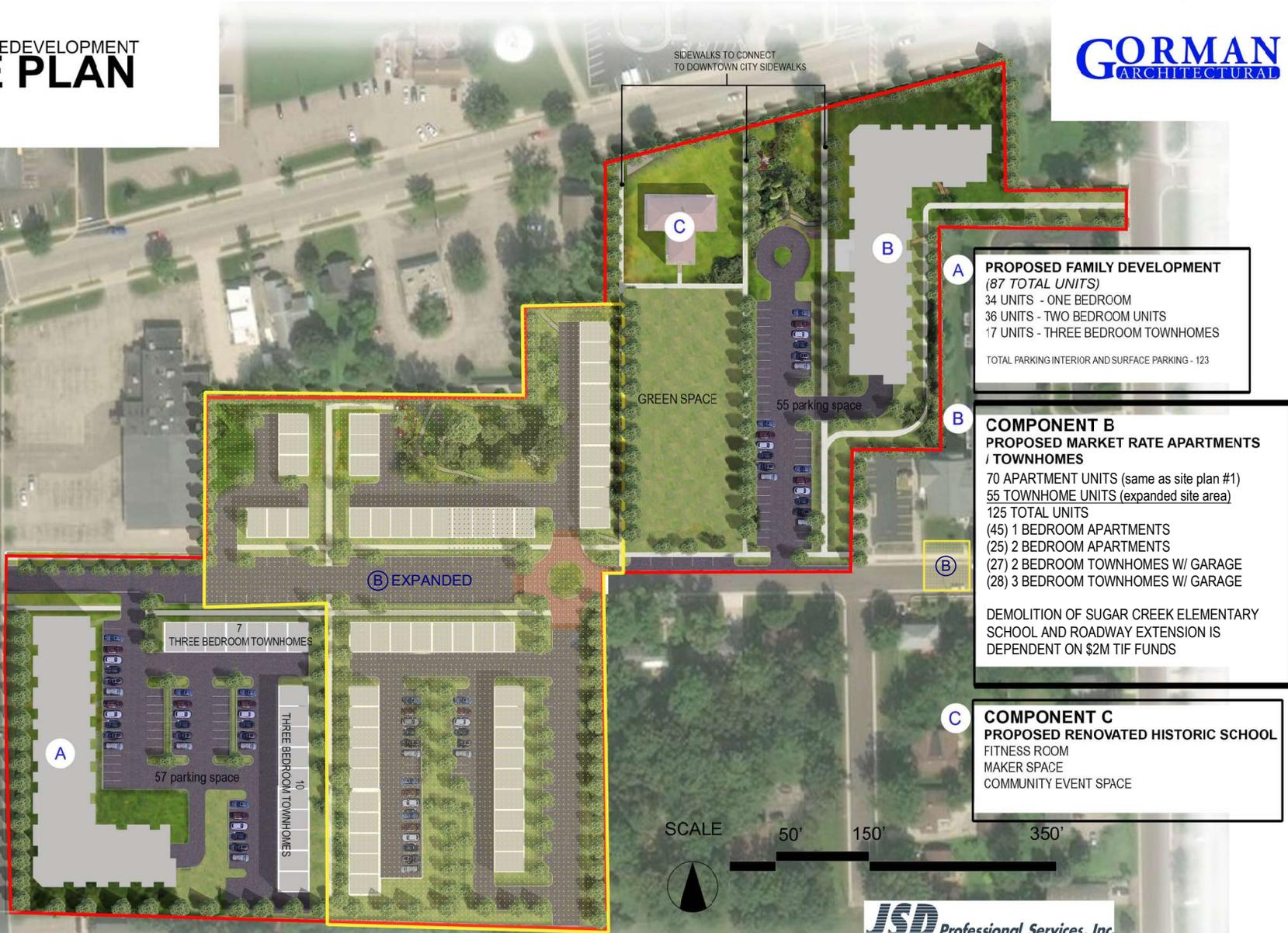
- Recommend a developer to the Common Council.
- Delay acting on the proposals until a future meeting.
- Narrow the list of proposals to two (2).
 - Conduct more detailed interviews of the two (2) proposals at a future meeting.
 - Request a joint meeting with the Common Council to discuss the remaining proposals.

VERONA REDEVELOPMENT
SITE PLAN

PLAN 2



SIDEWALKS TO CONNECT
 TO DOWNTOWN CITY SIDEWALKS



A **PROPOSED FAMILY DEVELOPMENT**
 (87 TOTAL UNITS)
 34 UNITS - ONE BEDROOM
 36 UNITS - TWO BEDROOM UNITS
 17 UNITS - THREE BEDROOM TOWNHOMES
 TOTAL PARKING INTERIOR AND SURFACE PARKING - 123

B **COMPONENT B**
PROPOSED MARKET RATE APARTMENTS / TOWNHOMES
 70 APARTMENT UNITS (same as site plan #1)
 55 TOWNHOME UNITS (expanded site area)
 125 TOTAL UNITS
 (45) 1 BEDROOM APARTMENTS
 (25) 2 BEDROOM APARTMENTS
 (27) 2 BEDROOM TOWNHOMES W/ GARAGE
 (28) 3 BEDROOM TOWNHOMES W/ GARAGE
 DEMOLITION OF SUGAR CREEK ELEMENTARY SCHOOL AND ROADWAY EXTENSION IS DEPENDENT ON \$2M TIF FUNDS

C **COMPONENT C**
PROPOSED RENOVATED HISTORIC SCHOOL
 FITNESS ROOM
 MAKER SPACE
 COMMUNITY EVENT SPACE

SCALE 50' 150' 350'



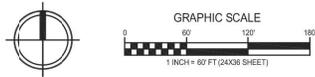
• Engineers • Surveyors • Planners APRIL 20TH, 2020

**Sugar Creek School
Redevelopment Site**
CITY OF VERONA, WI



AVANTE
PROPERTIES

NORTHPOINTE
DEVELOPMENT CORPORATION





CONCEPTUAL SITE PLAN

SUGAR CREEK ELEMENTARY SITE

VISION CONCEPT - Verona, Wisconsin

