



Wauwatosa, WI

Community Development Authority

Meeting Minutes - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Thursday, March 5, 2026

3:15 PM

Zoom Only:
<https://servetosa.zoom.us/j/85717415522>,
Meeting ID: 857 1741 5522

VIRTUAL MEETING INFORMATION

Members of the public may observe the meeting via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

Meeting called to order at 3:15 PM

ROLL CALL

Staff/Attendees

Mark Hammond, Development Director
John Ruggini, Finance Director
Jen Ferguson, Economic Development Manager
Cody Pansing - Assistant City Attorney
Mayor Dennis McBride
Sarah Hillenbrand - Mandel Group

Present 5 Member, Chair Joel Tilleson
Member, Vice-Chair Allen Wick
Member Terry Klippel
Aldersperson Liaison Rob Gustafson
Aldersperson Liaison Joe Phillips

Excused 1 Member Christopher Zirbes

APPROVAL OF MINUTES

1. Approval of minutes from the January 13, 2026 meeting [26-0468](#)
RESULT: APPROVED
MOVER: Allen Wick
SECONDER: Rob Gustafson
Aye: 5 Tilleson, Wick, Klippel, Gustafson, and Phillips
Excused: 1 Zirbes

NEW BUSINESS

1. Update from Mandel Group on the Harlow & Hem redevelopment of the Blanchard Street Parking Lot [26-0467](#)

Sarah Hillenbrand (Mandel Group, 330 E Kilbourn Ave, Milwaukee) provided a status update on the construction of the Harlow & Hem development. We Energies crews are running new cable through a conduit. Crews lost several days earlier this year due to cold weather in January and February, but are working to make up time, expecting to finish in the next 30 days. To move work along more quickly, the city's Board of Public Works voted to allow construction on Sundays and later into the evening hours. Greenfire Management Services, the project's general contractor, has been advancing site work, completing mass excavation of the parking areas and removing contaminated soils. Once utility crews finish, Greenfire will install earth retention systems during the first week of April that will allow construction of the building's foundation and parking structure. If construction proceeds as planned, the development is expected to open in summer 2027.

RESULT: INFORMATIONAL ONLY

2. Approval for staff to submit a zoning application for a lot line adjustment via Certified Survey Map at 2400 N Mayfair Road / 10400 W North Avenue [26-0452](#)

Staff is requesting the CDA's permission, as the property owner, to submit a zoning application for the April 13, 2026 Plan Commission meeting to approve a minor lot line adjustment via Certified Survey Map. As depicted on the attached CSM, the south lot line of Lot 1 will be modified to provide a more efficient building footprint and better accommodate the Barrett-Lo Visionary Development team's residential apartment project.

RESULT: APPROVED

MOVER: Joel Tilleson

SECONDER: Rob Gustafson

Aye: 5 Tilleson, Wick, Klippel, Gustafson, and Phillips

Excused: 1 Zirbes

3. Community Development Authority Financial Statements as of 12/31/2025 [26-0423](#)

Finance Director John Ruggini reviewed the CDA's financial statement through year-end, 2025.

RESULT: INFORMATIONAL ONLY

4. Consideration of modifications to and additional funding for the small business forgivable loan programs [26-0466](#)

In December 2024, \$100,000 of ARPA funding was approved to provide additional funds and temporarily expand the forgivable loan programs to provide assistance for fixed building improvements, creation of outdoor spaces, and other limited services. At this point, a portion of the 2026 funding has been expended, and we have received applications for more funding than is available for the remainder of the year. If the CDA wishes to continue these programs in 2026, additional CDA funds must be allocated. Motion to provide an additional \$60,000 of CDA funds to continue the programs through

2026, in addition to reverting to sign, façade and compliance forgivable loans (eliminate fixed improvements category). Small businesses can receive one \$15,000 award as a forgivable loan; a second \$15,000 award could be provided at 0% interest with no payments for the first year, followed by installments in years two, three and four.

RESULT: APPROVED

MOVER: Rob Gustafson

SECONDER: Joe Phillips

Aye: 5 Tilleson, Wick, Klippel, Gustafson, and Phillips

Excused: 1 Zirbes

5. Recommendation to delegate CDBG Loan underwriting to the Wauwatosa Revolving Loan Fund

[26-0398](#)

To eliminate duplicate efforts among staff, volunteers, contractors, and borrowers, and eliminate confusion and undue bureaucracy, staff recommends the CDA delegate the CDBG loan review process to the WRLF, which would serve as the Loan Committee and make a recommendation for lending that would come to the CDA for formal approval. The MEDC report would be provided to the CDA along with the WRLF recommendation, and staff would be available to answer any questions.

Motion to approve delegating CDBG loan approval to the WRLFC, as well as executing an agreement with the WRLFC to formalize the role.

RESULT: APPROVED

MOVER: Allen Wick

SECONDER: Terry Klippel

Aye: 5 Tilleson, Wick, Klippel, Gustafson, and Phillips

Excused: 1 Zirbes

NEXT MEETING DATE AND TIME

Thursday, April 16th at 3 PM

ADJOURNMENT

Meeting adjourned at 4:15 PM

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.