



Wauwatosa, WI

Community Development Authority

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Thursday, May 15, 2025

3:00 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

ROLL CALL

APPROVAL OF MINUTES

- | | | |
|----|--------------------------------------|---------|
| 1. | Approval of Minutes - April 17, 2025 | 25-0788 |
|----|--------------------------------------|---------|

NEW BUSINESS

- | | | |
|----|---|---------|
| 1. | Consideration of a small business forgivable loan for Kin Rice & Roll for fixed improvements at 7484 W State Street | 25-0789 |
| 2. | Consideration of delegating approval of all small business forgivable loans to staff | 25-0790 |
| 3. | Consideration of an Affordable Housing Fund Policy | 25-0791 |
| 4. | Update on the investigation of the potential redevelopment of 1600 N 113th Street | 25-0792 |
| 5. | Update on the Boston Store redevelopment | 25-0794 |
| 6. | Discussion of acquisition of properties from private owners for purposes of redevelopment | 25-0795 |

The body may convene into closed session pursuant to Sec. 19.85(1)(e), Wis Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session, and may reconvene into open session.

NEXT MEETING DATE AND TIME

ADJOURNMENT

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.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0788

Agenda Date: 5/15/2025

Agenda #: 1.

Approval of Minutes - April 17, 2025



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0789

Agenda Date: 5/15/2025

Agenda #: 1.

Consideration of a small business forgivable loan for Kin Rice & Roll for fixed improvements at 7484 W State Street

Submitted by:

Jennifer Ferguson

Department:

Econ Development

Kin Rice & Roll is requesting forgivable loan funds for the construction of additional dining room seating and new lighting for the dining area and outdoor patio. They are adding custom made bench seats with storage underneath in the middle of the dining room to increase seating capacity and storage space. New lighting in the dining room will create a cozy environment to match the new bench seating, and new lighting for the patio area will enhance the popular patio space and extend outdoor dining time. Staff recommends approval of funding up to the maximum \$15,000 reimbursement.

Community Development Authority (CDA) Small Business Forgivable Loan Program

APPLICANT INFORMATION

Name:
Phone:
E-Mail:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount:

PROPERTY OWNER INFORMATION

Name:	Years Owned:	
Address:	Phone:	
City:	State:	Zip:
Owner's Signature (if not applicant):		

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	
Business/Project Owner's Name:	
Address:	Phone:
Type of Business:	

Select Funding Request:

☐ Façade Improvements ☐ Building Code Compliance Updates ☐ Equipment, Outdoor Renovations, Professional Services

PROPOSED IMPROVEMENTS

Project Description:
Estimated Cost of Improvements:

Check appropriately:

☐ I own the property in consideration ☐ I lease the property in consideration

I have read the Small Business Forgivable Loan Program Eligibility Requirements and Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:

Program Guidelines

- The Small Business Forgivable Loan Program is designed to assist small businesses located in commercial districts in the City of Wauwatosa to foster and facilitate the development of a healthy, diversified economy in Wauwatosa in which businesses can innovate, grow, and prosper.
- The business shall remain in operation by the Borrower for a minimum of five (5) years or the Borrower shall remit the forgivable loan funds to the CDA in the following proportion:

Year 0-1: 100% of eligible loan funds
 Year 1-2: 80% of eligible loan funds
 Year 2-3: 60% of eligible loan funds
 Year 3-4: 40% of eligible loan funds
 Year 4-5: 20% of eligible loan funds

Eligibility Requirements

Please check each box to indicate acceptance of each eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- ☐ All work pertaining to building code compliance orders must be completed in entirety.
- ☐ Work undertaken on the exterior of the building must result in a publicly visible improvement.
- ☐ Only work begun **after** approval by the Community Development Authority (CDA) is eligible for funding.
- ☐ All permits and plans must receive approval from all relevant City departments prior to work commencing.
- ☐ Project Cost must exceed \$5,000 to be considered for funding.
- ☐ Regular and/or deferred maintenance activities such as painting, masonry, and minor repairs do not qualify.

Ineligible Properties

The following properties are not eligible for the Program:

Have previously received an award for the specific project/forgivable loan category.

Tax delinquent property

Property whose owner has any other tax delinquent property

Property in litigation

Property in condemnation or receivership

Property owned by religious groups

Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid

Properties, on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs or organizations, etc.

Exclusively residential buildings

Daycare Centers

National Franchises or Retail Chain Stores (including those that are independently owned)

Funeral Homes

Program Guidelines

Application Review

Staff will determine if the submitted application package is sufficiently complete and will draft a recommendation to the Community Development Authority (CDA).

The CDA meets once a month. The application package is expected at least two weeks before the meeting date.

The CDA will review the application and determine the amount of project funding. In making the determination, the CDA will consider the following factors and may give priority to projects that meet the following criteria:

Is the project in a historic district or is it in an individually eligible historic building?

Will the project positively contribute to a City assisted redevelopment effort?

Will the project ameliorate a blighting influence?

Will the business/project occupy a vacant commercial space?

Will the grant result in an improvement that would not be made otherwise?

Will the business retain and/or create jobs?

Required Materials for Application

*Applications must be complete and include enough documentation to illustrate the details of the project and its costs. **Failure to provide required information will delay the review process.** The items submitted should include:*

- ☐ **Completed application form**
- ☐ **Application Fee of \$50**
- ☐ **If applicable, written consent from property owner giving permission to conduct improvements.**
- ☐ **Color photographs of existing conditions**
- ☐ Any other documentation necessary to illustrate details of the proposed project scope and completion schedule.
- ☐ **For construction and equipment, two competitive proposals from vendors and/or licensed and bonded contractors.** These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive, detailed estimate may be used. **Contractors cannot be changed unless new proposals have been submitted to the CDA.**
- ☐ Owners or merchants who are licensed or bonded contractors may perform work on their own properties or businesses, but must furnish at least one proposal other than their own.
- ☐ Owners and merchants may perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. **Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project along with employee payrolls.**

Program Guidelines

Award Reimbursement

Reimbursement provided up to 100% of the eligible improvement cost, not to exceed \$15,000 per business or building per forgivable loan category. The CDA reserves the right to approve funding above this level for projects involving extraordinary costs. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement.

The CDA reserves the right to refuse reimbursements in whole or in part for applicants and businesses that:

- Do not conform to the Design Review Board approval (if applicable).
- ***Do not comply with all City zoning, permitting, licensing and other relevant requirements.***
- ***Do not conform to the proposals submitted with the application and authorized by the CDA.***
- Do not complete the project within 1 year. As the CDA cannot reserve funds indefinitely, funds may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. ***Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.***

Staff will inspect work to ensure that it complies with the approved plans. ***Any changes to the approved plan will require a written request from the applicant and approval by the CDA in order to retain the funding.***

Required Documents for Reimbursement

E-mail your complete application to economicdevelopment@wauwatosa.net. Reimbursement can be expected approximately **three (3) to six (6) weeks** after submittal of all the following documentation:

- Copies of all paid invoices and proof of payment for all work covered by the forgivable loan. The invoices must be marked paid, signed, and dated by the contractors. ***Cash payments are not allowed.***
- Lien waivers, if applicable.
- **Color photographs of completed project.**

E-mail your complete application to economicdevelopment@wauwatosa.net

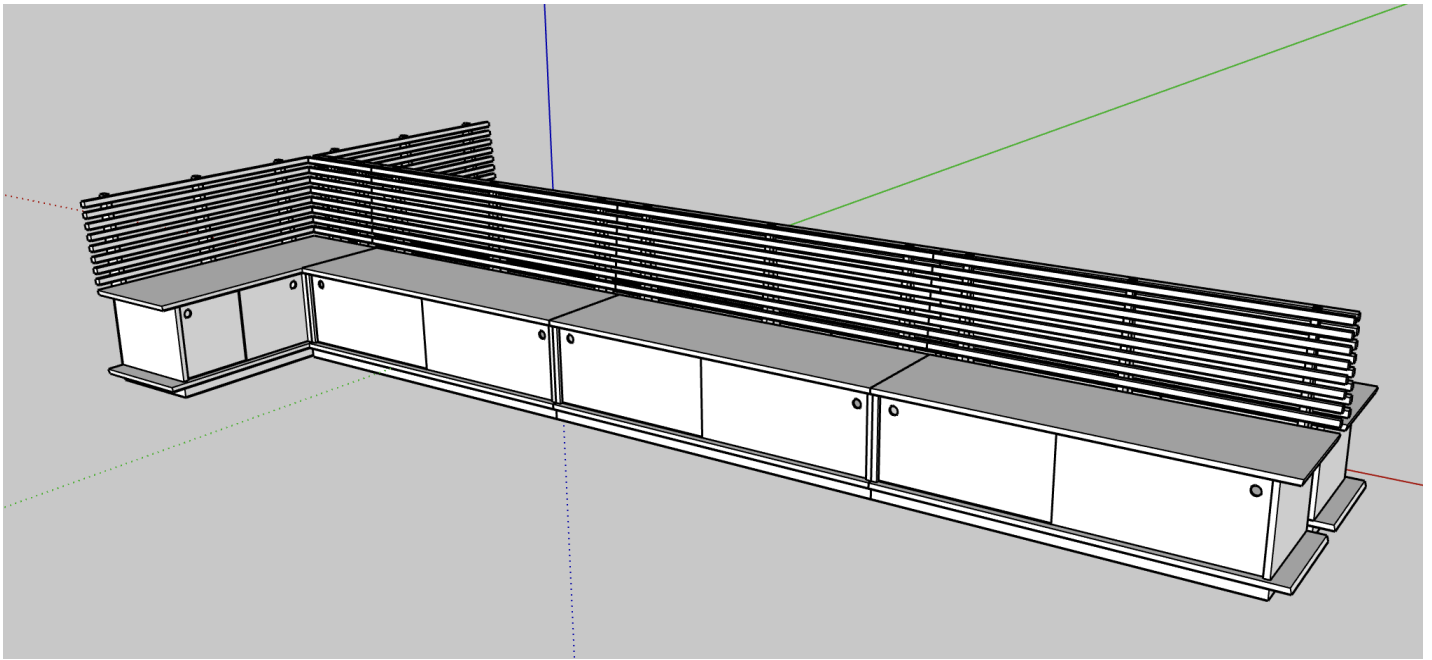
I have read and agree to comply with the Small Business Forgivable Loan Program Eligibility Requirements and Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:



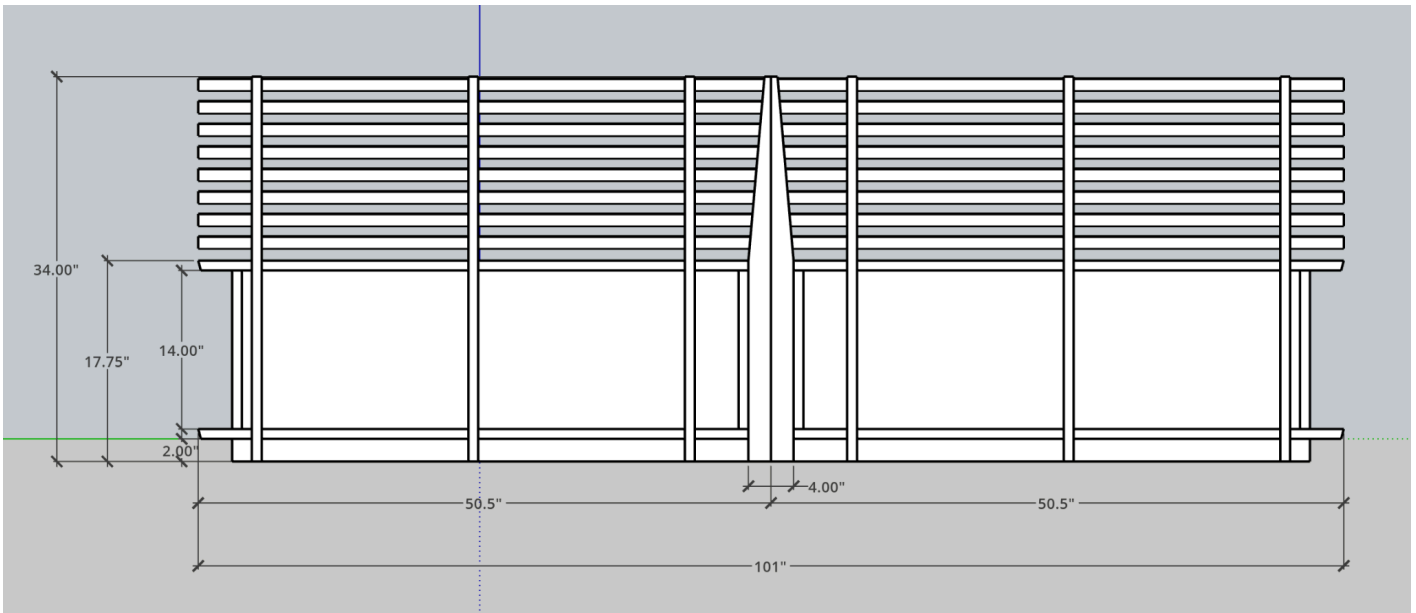
Kin By Rice and Roll - Mock-ups

Overall dimensions: 101"W x 207"L x 34"H

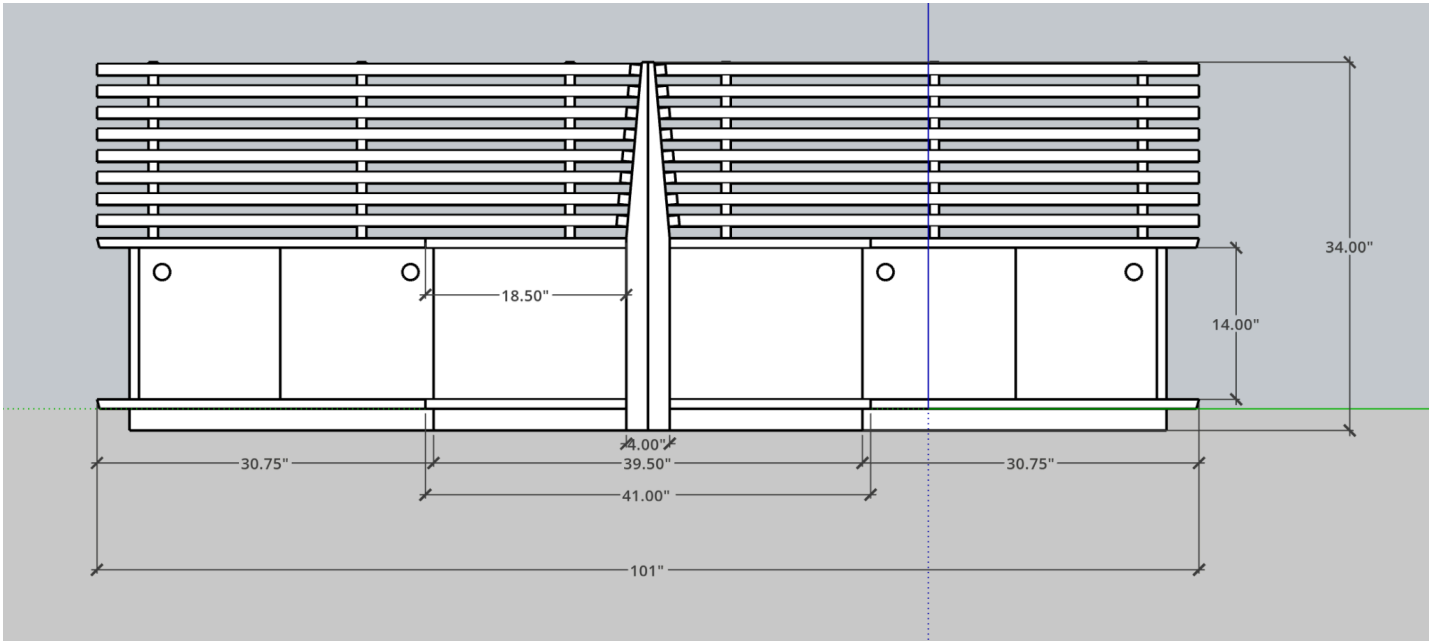


Dimensions

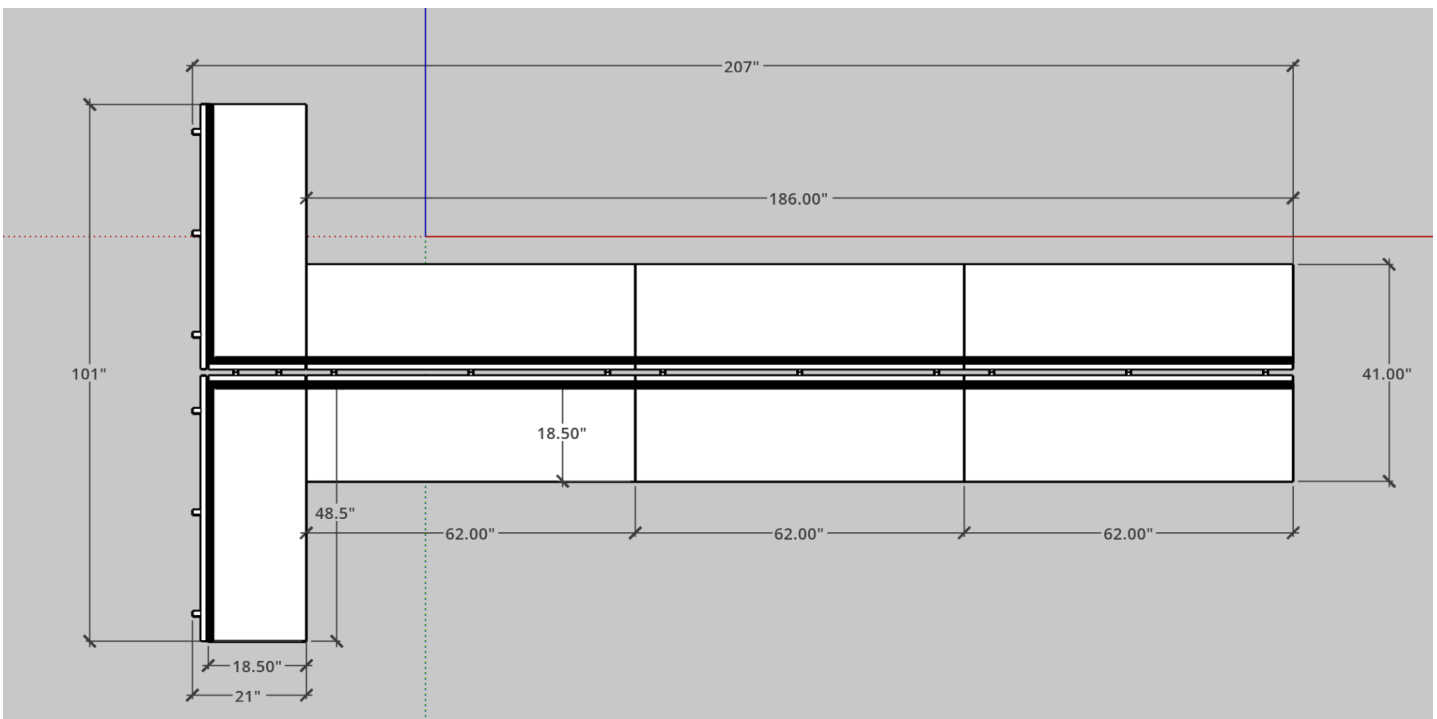
Back view:



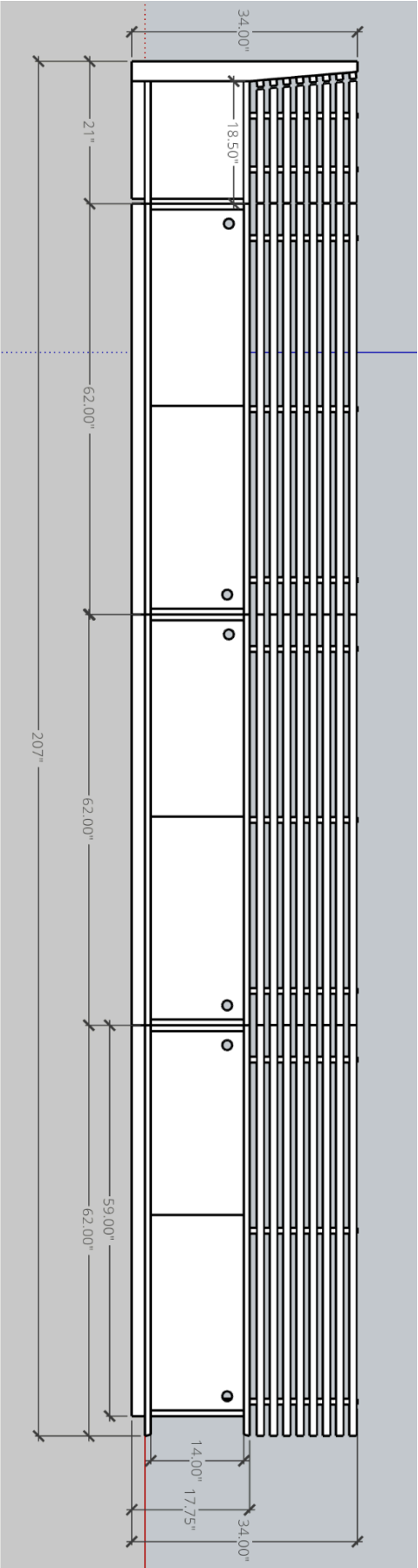
Front view:



Top View:

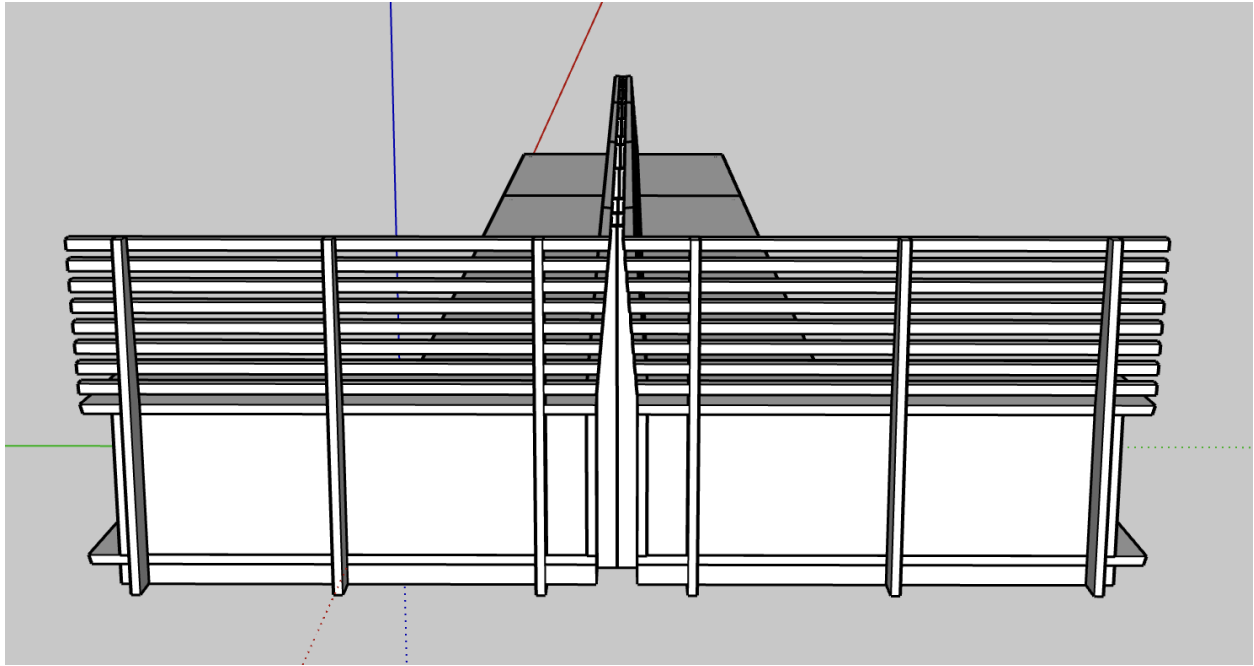


Side view:

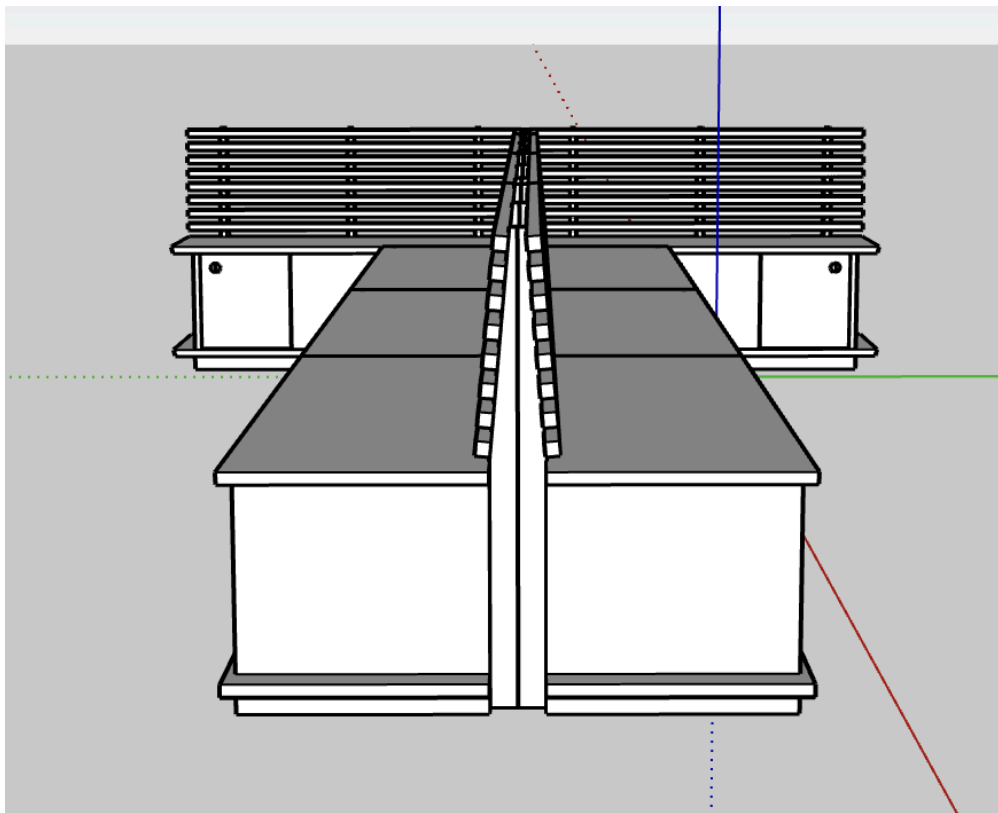


Profile Images

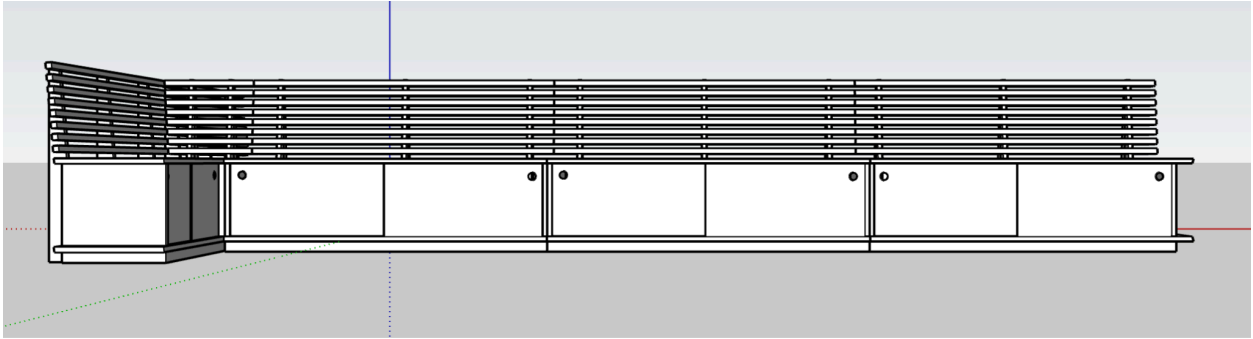
Back View:



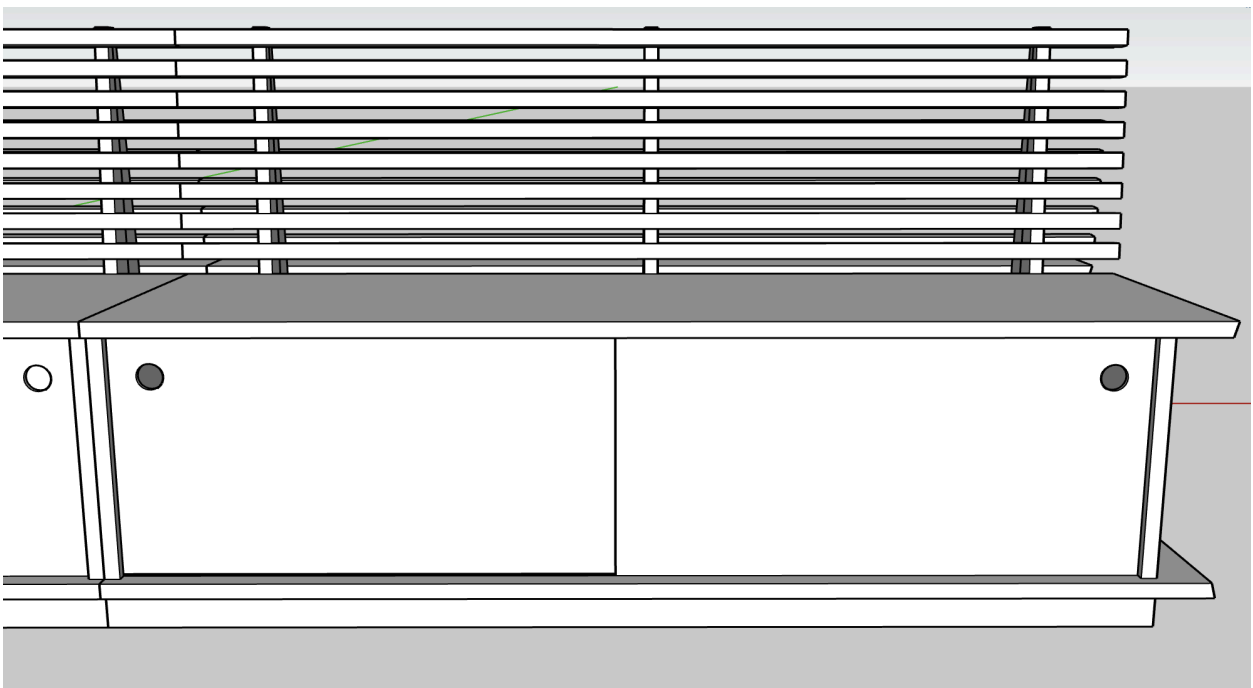
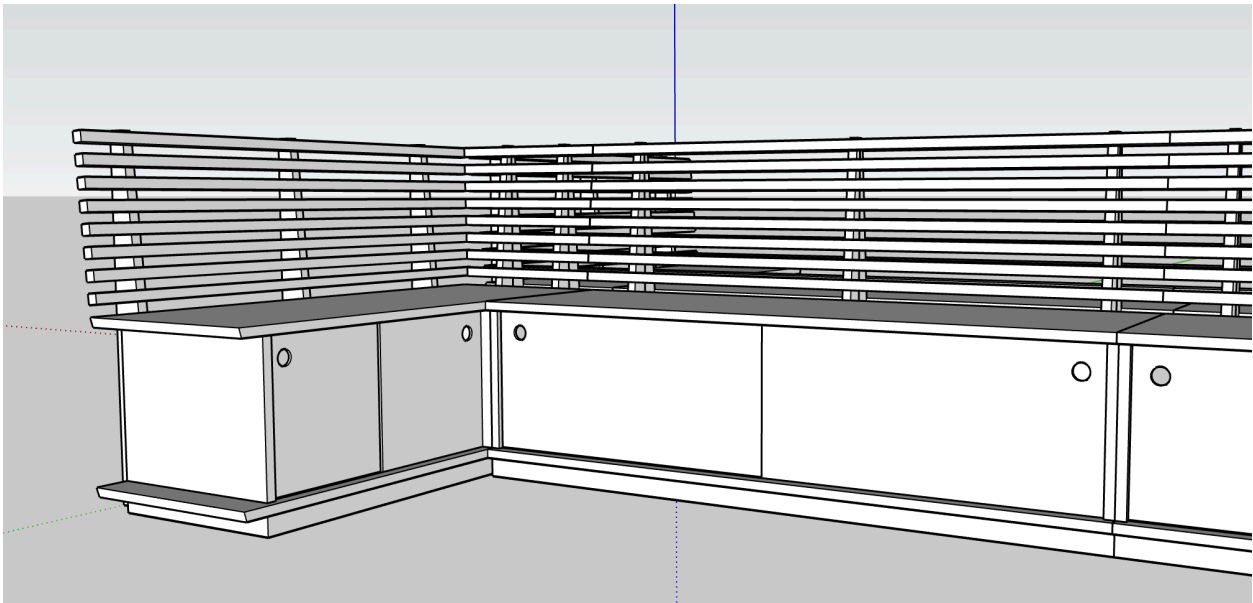
Front View:





Side View:



Detail Photos



Schedule						
Symbol	Label	Manufacturer	Catalog	Description	Lamp Output	Input Power
	OE	American Lighting	S14 LED lamps		90	1.1
	P	Wave Lighting		4" Square direct burial post 12ft tall	0	0

MOUNTING HEIGHT IS APPROX 12FT AFG



KIN RICE N ROLL SUSHI
PATIO

Plan View
Scale = 1/4" = 1ft

Designer
JAB
Date
04/04/2025

Drawing No.
Summary

ESTIMATE



Custom Cottage

3033 N 30th Street

Milwaukee, WI 53210

414.301.1682

emily.customcottage@gmail.com

DATE: 03/07/2025

CLIENT INFO

Tony and Tammy

Kin by Rice and Roll

Wauwatosa

kinbyricenroll@gmail.com

DESCRIPTION	QTY	TOTAL
Restaurant Benches <ul style="list-style-type: none">- Red Oak- Overall dimensions: 101"W x 207"L x 34"H- Sliding doors for under bench storage- Seat is 18 ½" deep- Slatted back	1	\$15,710
Delivery and Installation		\$330
Total		\$16,040

SUBTOTAL \$16,040

DISCOUNT 0%

TAX RATE 7.9%

TOTAL TAX \$1,267.16

QUOTE TOTAL \$17,307.16

PAYMENT TERMS AND ADDITIONAL INFO:

50% DEPOSIT AND 50% UPON DELIVERY OR PICKUP

THE TOTAL ABOVE DOES NOT INCLUDE OUR DELIVERY FEE - \$150 + \$1 PER MILE

THIS QUOTE ESTIMATE INCLUDES FINISHING IN ONE OF OUR STAINS

PAINT AND CUSTOM STAINS WILL BE AN ADDITIONAL COST

THANK YOU!

MADE WITH LOVE IN MKE

ESTIMATE



Custom Cottage

3033 N 30th Street

Milwaukee, WI 53210

414.301.1682

emily.customcottage@gmail.com

DATE: 03/07/2025

CLIENT INFO

Tony and Tammy

Kin by Rice and Roll

Wauwatosa

kinbyricenroll@gmail.com

DESCRIPTION	QTY	TOTAL
Restaurant Benches <ul style="list-style-type: none">- White Oak- Overall dimensions: 101"W x 207"L x 34"H- Sliding doors for under bench storage- Seat is 18 ½" deep- Slatted back	1	\$18,930
Delivery and Installation		\$330
Total		\$19,260

SUBTOTAL \$19,260

DISCOUNT 0%

TAX RATE 7.9%

TOTAL TAX \$1,521.54

QUOTE TOTAL \$20,781.54

PAYMENT TERMS AND ADDITIONAL INFO:

50% DEPOSIT AND 50% UPON DELIVERY OR PICKUP

THE TOTAL ABOVE DOES NOT INCLUDE OUR DELIVERY FEE - \$150 + \$1 PER MILE

THIS QUOTE ESTIMATE INCLUDES FINISHING IN ONE OF OUR STAINS

PAINT AND CUSTOM STAINS WILL BE AN ADDITIONAL COST

THANK YOU!

MADE WITH LOVE IN MKE

April 14th, 2024

Tammy Lert
7484 W. State St.
Wauwatosa, WI 53213
kinbyriceandroll@gmail.com

Seider Heating Plumbing and Electrical proposes to provide all the labor and furnish all the material to complete the following proposed work.

REGARDING: Electrical

Provide and install the following

Exterior festoon lighting per drawing w/timer to control

Install 4x4 posts in planters to support string lighting attachments - will need landlord approval prior to installation - see attachment

Light shades are optional and can be taken out to reduce cost (\$550)

Permit included

\$8,200.00

Install new fixtures inside existing dining area per client selections

Include new piping for additional fixture locations - link with existing switching

\$175/location

(8 fixtures \$1,400.00)

Price is only good for 14 days from contract date and will be subject to change thereafter

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. SEIDER HEATING, PLUMBING & ELECTRICAL is authorized to do the work as specified. Payment will be made in accordance with your terms listed as follows: Per payment terms above. I agree to pay a 1-1/2% service charge for all invoices over 30 days. All projects extending past 30 days will be billed on an in-progress basis. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order and will become an extra charge. We are not responsible for delays caused by strikes, acts of God or other circumstances beyond our control. Owner is to carry insurance against fire and other casualties. Our workers are fully covered by Workers Compensation Insurance.

WARRANTY: All material and labor is warranted against defects in workmanship or material for one (1) year from completion. Defective materials will be repaired or replaced, at our option. Additional manufacturers' warranties may apply. THIS WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, REMEDIES UNDER THIS WARRANTY ARE LIMITED TO THE PROVISION OF MATERIAL AND SERVICES, AS SPECIFIED ABOVE. SEIDER HEATING, PLUMBING & ELECTRICAL. NOT RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Signature of Acceptance: _____ Date: _____

Authorized Signature:  _____ Date: 4/14/2025



BBC Lighting & Supply

Division of Dash Enterprises, Inc.

2015 W St. Paul Ave., Milwaukee, Wisconsin 53233 * Local: 414/933-0808

National: 1-800-533-0406 * Fax: 1-414-933-6302 * www.bbclighting.com

QUOTATION

March 7, 2025

Respectfully submitted by:
Ron Outcalt

Attn: KIN BY RICE N ROLL
7484 W state st
Wauwatosa wi 53213

Quote valid only:
From: August 26, 2024
To:

			PRICE	EXTENSION
14	pendants	MF PD-74318-AB/GL	\$310.00	\$4,340.00
			tax	\$342.86
			total	\$4,682.86

IMPORTANT PLEASE READ THE FOLLOWING:

This is a non-cancelable and non-returnable order. Please make sure your quantities and dimensions are correct.

Lead time: Per factory delivery no charge Terms: CC/CK

Thank you for giving us the opportunity to quote on the above product. We look forward to serving you in the near future.

Approval Signature: _____

Date: _____

Ron Outcalt
Commercial / Technical Sales



Kohl Electrical Services

262.365.8920 | ben@kohlelectric.com | www.kohlelectric.com

April 10, 2025

KIN Exterior String Lights
7484 W. State St
Wauwatosa, WI 53213

This quote is a lump sum quote to provide, string lights and poles at KIN
Wauwatosa: **\$13,960**

Included in the scope of work:

Electrical Permit

1-Exterior GFCI outlet fed from the Sign Circuit

1-350' string of LED string lights

3-15' Light Poles



Kohl Electrical Services

262.365.8920 | ben@kohlelectric.com | www.kohlelectric.com

February 28, 2025

KIN Interior Lighting Refresh
7484 W. State St
Wauwatosa, WI 53213

This quote is a lump sum quote to Refresh the lighting in the Dining room at KIN Wauwatosa: **\$4,675**

Included in the scope of work:

Remove existing light fixtures

Install junction boxes, raceway and wires for 8 new light fixtures

Install 8 Owner provide light fixtures

New light fixtures to be controlled by existing lighting switches

Gest Built llc
 3373 N. Holton St.
 Milwaukee, WI 53212
 (414)559-6278
cgest@live.com



Customer Info:

Kin by Rice and Roll

Project Proposal

3/24/2025

Proposed Costs

<p>Custom Banquette Seating</p> <ul style="list-style-type: none"> ~To fit down center of the main dining area and affixed to floor ~Double sided seating to accommodate 8-2 tops (24"x30") and 4-4 tops (30"x30") *Added seating to back side of end section ~Design layout per prepared designs ~Design to coordinate with previous banquette seating ~Solid 5/4 White Oak construction ~1/2" White Oak veneer ply sliding under storage panels ~Ebonized stain finish to match ~All parts finished in low sheen conversion varnish <p>Cost Includes: Design, All materials, Fabrication, Finish, Delivery, and Installation</p>	
<p>I look forward to the build!</p>	<p>\$9,620.00</p> <p>\$-00</p> <p>\$9,620.00</p>

50% down payment require



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0790

Agenda Date: 5/15/2025

Agenda #: 2.

Consideration of delegating approval of all small business forgivable loans to staff

Submitted by:

Jennifer Ferguson

Department:

Econ Developemnt

Years back, the CDA delegated approval of sign forgivable loans to staff to streamline the process for businesses and CDA agendas. At this time, staff is proposing the same for the remaining forgivable loan programs. In lieu of bringing each application before the CDA for approval, staff will review and approve applications internally against program requirements. Staff will send periodic summary emails to the CDA to inform members of approved loans, as well as the remaining program fund balance.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0791

Agenda Date: 5/15/2025

Agenda #: 3.

Consideration of an Affordable Housing Fund Policy

Submitted by:

Jennifer Ferguson

Department:

Econ Development

Following the initial discussion of an Affordable Housing Policy at the CDA's previous meeting, a red line version of modifications a couple of provisions is attached.

The Community Development Authority (CDA) Affordable Housing Fund Policy

I. Purpose

The CDA Affordable Housing Fund (AHF) supports the development of new affordable housing units that serve households earning 60% or lower of the County Median Income (CMI). The fund is designed to encourage the creation of affordable housing by leveraging additional financing sources and ensuring timely project completion.

II. Eligibility Requirements

To qualify for funding from the AHF, projects must meet the following requirements:

1. **Affordability Requirement:** Funding must be used exclusively for the creation of new affordable housing units available to households earning 60% or lower of CMI.
2. **Matching Funds Requirement:** Applicants must secure a minimum 1:1 match with another financing source, such as Low-Income Housing Tax Credits (LIHTC), HOME, CDBG, Federal Home Loan Bank Affordable Housing Program (FHLB AHP), or other public/soft funding sources.
3. **Funding Limits:** The maximum funding amount per project is capped at the greater of:
 - o \$40,000 per unit, or
 - o \$15,000 per bedroom.
4. **Affordability Duration:** The minimum duration for affordability is 30 years.
5. **Project Completion Timeline:** Projects must be fully closed and financed before drawing on the funds. Additionally:
 - o The project must be completed and available for tenancy within two (2) years of disbursement.
 - o If the project is not completed within this timeframe, funds must be returned to the AHF.

III. Funding Preferences

While all eligible projects will be considered, priority will be given to proposals that meet one or more of the following criteria:

1. **Deeper Affordability:** Projects creating new affordable housing units for households earning between 30% and 50% of CMI will receive preference.
2. **Greater Leverage of Funds:** Projects that secure financing sources exceeding the 1:1 match requirement will be prioritized.
3. **Lower Per-Unit Funding Requests:** Preference will be given to projects requesting less than:
 - o \$30,000 per unit, or
 - o \$10,000 per bedroom.
4. **Affordability Duration:** Preference will be given for projects with affordability of 40 years or longer.
5. **Enhanced Accessibility:** Projects that incorporate accessibility enhancements exceeding code requirements.
6. **Targeting Individuals with Disabilities:** Projects that designate units for individuals with disabilities.

IV. Application Process

Developers and housing providers interested in applying for AHF funding must submit a detailed application that includes:

- Project description and scope.
- Detailed budget and financing plan, demonstrating compliance with match requirements.
- Expected affordability levels and commitment to maintain affordability for a minimum period.
- Project timeline, including expected completion date.

V. Compliance & Reporting

Recipients of AHF funds must:

- Provide regular progress reports on construction and leasing.
- Ensure compliance with affordability requirements for the specified period **at the developer's expense; the city reserves the right to conduct periodic verification as it reasonably determines necessary.**
- **Provide security for repayment, which may include real estate or other collateral, to be recouped** if the project is not completed within two years of disbursement.

VI. Administration

The City's Development Department staff will oversee the administration of the AHF, including application review, fund disbursement, and compliance monitoring. The CDA reserves the right to amend funding requirements and preferences to align with evolving housing needs and policy priorities.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0792

Agenda Date: 5/15/2025

Agenda #: 4.

Update on the investigation of the potential redevelopment of 1600 N 113th Street



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0794

Agenda Date: 5/15/2025

Agenda #: 5.

Update on the Boston Store redevelopment



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0795

Agenda Date: 5/15/2025

Agenda #: 6.

Discussion of acquisition of properties from private owners for purposes of redevelopment

The body may convene into closed session pursuant to Sec. 19.85(1)(e), Wis Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session, and may reconvene into open session.