



Wauwatosa, WI

Community Development Authority

Meeting Minutes - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Thursday, December 12, 2024

12:00 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

Meeting called to order at 12:00 PM

ROLL CALL

Staff/Attendees

Mark Hammond, Development Director

Jen Ferguson, Economic Development Manager

John Ruggini, Finance Director

Art Pinion, Assistant Planner

Present 6 Member Terry Klippel
Member Linda Mikkalson
Aldersperson Liaison Joe Phillips
Aldersperson Liaison Rob Gustafson
Member, Chair Joel Tilleson
Member, Co-Chair Allen Wick

Excused 1 Member Susan Eick

APPROVAL OF MINUTES

1. Approval of Minutes - October 24, 2024 [24-1727](#)
RESULT: APPROVED
MOVER: Rob Gustafson
SECONDER: Joe Phillips
Aye: 6 Klippel, Mikkalson, Phillips, Gustafson, Tilleson, and Wick
Excused: 1 Eick

NEW BUSINESS

1. Review and approval of Accessory Dwelling Unit (ADU) Incentive [24-1728](#)
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Program Policy

In recognition of the importance of Accessory Dwelling Units (ADUs) for increasing housing options and sustainable development, this program establishes targeted financial assistance to encourage the timely construction of new ADUs by providing funding for utility connection costs. The intent of the program is to add much needed residential units to the City's housing stock by providing funding assistance for interested property owners looking to build ADUs and educate the public on the allowance and benefits of ADUs within the City.

RESULT: APPROVED

MOVER: Joel Tilleson

SECONDER: Rob Gustafson

Aye: 6 Klippel, Mikkalson, Phillips, Gustafson, Tilleson, and Wick

Excused: 1 Eick

2. Update on American Rescue Plan project spending and approval of Memorandum of Understanding to obligate the remaining funds [24-1729](#)

In 2021 Congress passed the American Rescue Plan Act (ARPA) that included funds for state and local governments to mitigate the impact of the pandemic. Subsequently the Common Council approved the allocation of that the City received, a portion of which was designated for small business support programs and a new housing rehabilitation program. To date there are approximately \$1.4 million remaining across these programs. Funds must be obligated by 12/31/24 and spent by 12/31/26. As part of the plan to spend down funds by 12/31/26, staff has recommended the Community Development Authority expand the scope of their small business programs and current home repair project as follows:

1. Small Business Support Program (\$100,000):
 - a. Funds will aid small businesses through activities such as grants to assist with building renovations, equipment purchases and professional services, startup/expansion working capital, and redevelopment efforts with a catalytic impact. Additionally, funds can be used for promotional and outreach efforts and networking events.
 - b. Serve up to 12 small businesses with direct financial assistance awards through a combination of the grant programs; promotional, outreach and networking activities will target small businesses city-wide.
2. Wauwatosa Housing Rehabilitation Program (\$1,190,000):
 - a. Funds will continue to be used to support Wauwatosa Housing Rehabilitation Program
 - b. Funds may also be used to support the ARPA Affordable Housing Program, described below.

3. Affordable Housing Program (\$115,000):

- a. Funds will support community housing needs and may include, but are not limited to: supporting a Community Land Trust, site acquisition for affordable housing (possibly Habitat for Humanity), provide grants for lead pipe replacement, and to assist the development of Accessory Dwelling Units.

RESULT: APPROVED

MOVER: Rob Gustafson

SECONDER: Allen Wick

Aye: 6 Klippel, Mikkalson, Phillips, Gustafson, Tilleson, and Wick

Excused: 1 Eick

3. Review and approval of updates to the CDA’s By-Laws [24-1730](#)

A couple of updates have been made to the CDA’s By-Laws to modernize and clarify a few sections. In particular, a statement of purpose has been added to Article 1: “Section 4. Purpose of the Authority. The Authority acts as the development agent for the City in matters related to redevelopment and housing. The Authority is committed to addressing blight elimination, affordable housing, and urban renewal projects.” Also, the two-year term of the Chair / Election of Vice-Chair has been clarified in Article 2, Section 8.

RESULT: APPROVED

MOVER: Joe Phillips

SECONDER: Rob Gustafson

Aye: 6 Klippel, Mikkalson, Phillips, Gustafson, Tilleson, and Wick

Excused: 1 Eick

NEXT MEETING DATE AND TIME

January 23, 2024 at 12 PM

ADJOURNMENT

Meeting adjourned at 12:33 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.