

**PLANNING COMMISSION / ECONOMIC DEVELOPMENT COMMITTEE
MINUTES
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE PLANNING COMMISSION / ECONOMIC DEVELOPMENT COMMITTEE
OF THE VILLAGE OF DEERFIELD HELD AT THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET,
DEERFIELD, WISCONSIN ON MONDAY, FEBRUARY 7, 2011 AT 6:00 P.M.**

CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order by President Kiefer at 6:00 pm. Roll call: Riesop, Quamme, Tebon, Fritz, Bastian, Kiefer and Frutiger (6:50 pm) present. Also present: Village Administrator Patrick Vander Sanden, Sigurd Bringe/Bank of Deerfield, David Dinkel, Dalton Schreiber and Stephanie Schwartz/Truck Star Collision.

CONSENT AGENDA

Kiefer asked if the alley vacation for the Bank of Deerfield could be heard first so that Sigurd Bringe would not have to wait.

Motion by Tebon, second by Bastian to amend the February 7, 2011 agenda to have the Bank of Deerfield's alley vacation be the first agenda item discussed. All ayes, motion carried.

APPROVAL OF MINUTES FROM JANUARY 25, 2011

Motion by Tebon, second by Fritz to approve the minutes from January 25, 2011 as amended. All ayes, motion carried.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

1. DEERFIELD TID #3 DOWNTOWN BUSINESS GRANT PROGRAM

The Committee continued to review the manual for the TID #3 Downtown Business Grant Program starting on page 7.

Section 4 Application Procedures

4.1 Discussion of Requirements

In the first sentence change the word "shall" to "may" and "with" to "to". In the second sentence after the word applicant add "assistance" and add "If requested," at the beginning of the sentence.

4.2 Application Deadlines and Review Process Timing

Fritz suggested that a paragraph be created giving applicants guidelines regarding deadlines which Vander Sanden will work on.

4.3 Application

4.3 (2) add a start/finish date and milestone dates

4.3 (3) strike "education background"

4.3 (6) define the 65% rule, change "confirm" to be more specific such as estimate/letter from assessor, also have that the applicant submit an estimate on the tax increments to be achieved by this project.

4.4 Review Process

4.4 (1) include a flow chart showing the time frame for the formal review process

4.4 (2) change the order of review to 1) Village Administrator/Consultants 2) Planning Commission 3) Finance Committee and 4) Village Board

4.4 (3) obtain a simple agreement template form from the Village Attorney and change "Once the review is complete and the application is approved, the Village Attorney will work with the applicant" to "Once the review is complete and the application is approved, the Village Administrator will work with the applicant".

Section 5 Distribution of the Grant

5.1 TID Grant Release Procedures

5.1 (1) change the order of "Village Board" and Village Administrator

5.1 (2) strike "cancelled checks" and change final bills "for" sale to "of"

5.1 (3) define "Pay As You Go" grant as reference on page 8

Section 6 Performance Monitoring

6.1 Use of the TID #3 Grant Funds

Strike “and cancelled checks”

6.2 Default

Add “if applicable” after increment guarantees in the first sentence and add “failure to comply with mile stones or conditions of the incentive agreement” as reasons for default

Page 6

Have Village Attorney review section 3.2

Kiefer asked for these corrections to be made and that the rough draft along with the application form be reviewed at the next meeting.

2. FLOODPLAIN ISSUES – UPDATE

Vander Sanden informed the committee that he has been in contact with M Squared Engineering and FEMA regarding the MT-1 application. M Squared has determined that the time frame to complete the study and submit the application to FEMA will be about one (1) year and will cost the Village approximately \$650.00.

NEW BUSINESS

A. RESOLUTIONS – NONE

B. REVIEW & ACTION

1. BANK OF DEERFIELD – ALLEY VACATION

Kiefer referred to the memo from Vander Sanden stating that the Village Board had referred this issue back to the Planning Commission for review. The Bank of Deerfield is requesting that the Village vacate the alley directly behind the Bank of Deerfield that runs from W. Deerfield Street to Liberty Street. This vacation would allow the Bank to expand its facility which Bringe stated is being planned for in 2012. Quamme stated that certain legal requirements were necessary in order to due a vacation. Bringe was asked if the Bank of Deerfield would be paying for any costs the Village incurred relating to the vacation. Bringe stated that the Bank would pay for any costs.

Motion by Bastian, second by Tebon to approve and recommend to the Village Board the vacation of the alley located behind the Bank of Deerfield (1,7, 7 ½ and 15 S. Main Street) and to begin the proper legal procedures. All ayes, motion carried.

3. VILLAGE JUNK ORDINANCE

Kiefer asked the Committee if they’d like to review the copy of the Village of Cambridge’s junk ordinance and to decide at their next meeting if it should be forwarded to the full Board. The Committee agreed this was a good idea.

COMMUNICATIONS - NONE

STAFF REPORTS - NONE

ADJOURN

Motion by Bastian, second by Fritz to adjourn at 7:45 pm. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Clerk/Treasurer