

Notice of Public Meeting

Wednesday, March 9, 2022
3:30 p.m.

**Citizen Participation Committee for
the Community Development Block
Grant (CDBG) Program**

*Door County Government Center
Peninsula Room
421 Nebraska Street
Sturgeon Bay, WI*

***AMENDED AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum**
3. **Election of Chairperson**
4. **Election of Vice Chairperson (If Vacancy)**
5. **Adopt Agenda / Properly Noticed**
6. ***Approve Minutes** of January 18, 2021 Citizen Participation Committee for the Community Development Block Grant (CDBG) Program
7. **Communications**
8. **Status update on the Community Development Block Grant (CDBG) Project - Close Housing (CL-HSG) Sawyer School Lofts ("Project")**, including an overview of the Project, activities completed to date, and activities remaining to be completed.
9. **PUBLIC HEARING: Members of the public will be afforded an opportunity to provide input and feedback on the CDBG Project activities.**
 - A. Open the Public Hearing
 - B. Testimony (Oral or Written Comments)
 - C. Close the Public Hearing
10. **Request for Agenda Items for Next Meeting**
11. **Next Meeting Date:**
12. **Meeting Per Diem Code**
13. **Adjourn**

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

To attend the meeting via computer:**Go to:**

<https://us02web.zoom.us/j/87430230367?pwd=cnFYUXZwQU1kOWNmK0tSSjBYQ3NqUT09>

Meeting/Webinar ID: 874 3023 0367
Passcode: 218091

To Connect via phone:

Call: 1-312-626-6799

Deviation from order shown may occur

MINUTES

Monday, January 18, 2021

Citizen Participation Committee for the Community Development Block Grant (CDBG) Program

Community Center / ADRC
Dining Room
916 N 14th Avenue,
Sturgeon Bay, WI

Call Meeting to Order

The Citizen Participation Committee for the Community Development Block Grant (CDBG) Program was called to order at 1:03 p.m. at the Community Center.

Establish a Quorum

Members present: Susan Kohout, Laura Vlies Wotachek, and Steve Jenkins attended in-person; Chris Sullivan-Robinson, and Seth Weideranders attended virtually.

Others present: County Administrator Ken Pabich, and County Clerk Jill Lau. Public attended virtually.

Election of Chairperson

Susan Kohout nominated Laura Vlies Wotachek, seconded by Steve Jenkins. Motion carried.

Election of Vice Chairperson

Laura Vlies Wotachek nominated Susan Kohout, seconded by Steve Jenkins. Motion carried.

Adopt Agenda / Properly Noticed

Motion by Kohout, seconded by Weideranders to approve the agenda. Motion carried by voice vote.

Correspondence

No correspondence was presented.

Public Comment

None.

Supervisors Response

N/A.

PUBLIC HEARING FOR proposed application for Community Development Block Grant – Public Facilities Program (DCBG-PF) funds

Call the Public Hearing to Order

The Public Hearing was called to order at 1:06 p.m. by Chairperson Vlies Wotachek.

Identification of total potential funds

County Administrator Ken Pabich explained the County of Door had a Revolving Loan Fund Program. The County has gone through the process of closing out the Loan Fund which was just over \$1.4M. The funds have been submitted back to the State and they are awaiting our application for a qualified project.

Eligible CDBG activities

For the closeout various areas were identified: housing, government related projects, economic development related uses. The County went through the process to identify projects and settled on a housing project. The project has to be for an existing building or structure that can be converted/modified/updated to a qualifying project with at least 51% of the units be leased as affordable housing units. The project identified is the West Side School.

Presentation of identified community development needs

A study was performed to look at housing needs throughout the county. Information related to the study was included in the meeting packet and was reviewed. Items studied included shortages, secondhand market in terms of housing and land cost, impact of tourism, building and zoning requirements, and lack of infrastructure. Items

“These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”

impacting housing included employment/seasonal employment, transportation, and daycare availability. Demographic structure was also studied. The cost of housing construction itself impacts the housing market. The study was broken down into geographical regions. Workforce housing, senior housing, and seasonal housing demands and shortages were studied. Residential apartments and owner occupied homes were studied. Income levels were studied – low to moderate.

Identification of any community development needs by public

When the Housing Study was complete there was a glaring need for housing. When looking at uses for our project dollars there was a glaring need for the County. Housing was identified as a top priority. When the West Side School project was first identified 1 ½ years ago the project applied for grants through WHEDA. The WHEDA funds were not awarded and the initial project did not move forward. The project was redeveloped into 15 units with 8 units made available to individual with low to moderate incomes. The project total cost was reviewed and included the acquisition of land - \$125,000, acquisition of building \$175,000, building conversion \$1.431M of CDBG funds with another \$2+M injected from the developer. In additional administration fees, for the management of funds and the management of the project costs, are covered. When complete over \$4.1M will be invested into our community.

Presentation of activities proposed for CDBG application, including potential residential displacement

The layout of the project was reviewed. The entire project itself will be within the existing footprint of the building. Additional garages will be built. The building will include 1 Studio, 7 – 1 bedroom units, and 7 – 2 bedroom units. The City of Sturgeon Bay will require a Plan Review process. It was noted this building has been sitting vacant for many years; there is no residential displacement.

Citizen input regarding proposed and other CDBG activities

No one participated in the citizen input.

Adjourn the Public Hearing

The Public Hearing was adjourned at 1:30p.m.

Request for Agenda Items for Next Month's Meeting

Nothing as of this meeting.

Next Meeting Date

The Committee is required to meet at the end of the project. It is recommended to have one or two check-in meetings. Next meeting is expected to be held in June.

Meeting Per Diem Code

822.

Adjourn

Motion by Jenkins, seconded by Kohout to adjourn. Time 1:33 p.m. Motion carried.

















Respectfully submitted by Jill M. Lau, County Clerk

Sawyer School Lofts 17 W Pine Street, Sturgeon Bay




















The Developer is in process of constructing the Sawyer School Lofts, a fifteen-unit LIHTC multifamily rental housing development centrally located within the City of Sturgeon Bay, Wisconsin. More specifically, the subject site is located on the southwestern corner of the intersection of West Pine Street and South Madison Avenue at 17 West Pine Street. Upon completion, the subject development will consist of the adaptive reuse of an existing, vacated school building containing, one-bedroom units (700 square feet) and 7, two-bedroom units (900 to 1,100 square feet) for a total of fifteen multifamily units targeting residents of all ages












Sawyer Lofts

ID		Task Name	Duration	Start	Finish	Predecessors
1			0 days	Mon 10/4/21	Mon 10/4/21	
2		3rd floor (5 units)	0 days	Mon 10/4/21	Mon 10/4/21	
3		Demo	10 days	Mon 10/4/21	Fri 10/15/21	
4		Rough frame (4 men) 500-layout 1st floor	15 days	Mon 11/8/21	Fri 11/26/21	
5		pre-rock and ceiling grid	3 days	Mon 11/29/21	Wed 12/1/21	4
6		Rough Electrical	10 days	Mon 12/6/21	Fri 12/17/21	
7		Rough HVAC	10 days	Mon 12/6/21	Fri 12/17/21	
8		Rough Plumbing	10 days	Mon 12/6/21	Fri 12/17/21	
9		Rough Fire protection	10 days	Mon 12/6/21	Fri 12/17/21	
10		Insulation	5 days	Mon 12/20/21	Fri 12/24/21	9
11		Drywall	30 days	Mon 12/27/21	Fri 2/4/22	10
12		Tape & paint	10 days	Mon 2/7/22	Fri 2/18/22	11
13		LVT Flooring-sand/coat hardwood	5 days	Mon 2/21/22	Fri 2/25/22	12
14		Finish Fire protection	2 days	Mon 2/28/22	Tue 3/1/22	13
15		Windows	10 days	Mon 2/28/22	Fri 3/11/22	
16		Finish Carpentry (4 men) 355	10 days	Mon 2/28/22	Fri 3/11/22	13
17		Finish Plumbing	5 days	Mon 3/7/22	Fri 3/11/22	16SS+5 days
18		Finish Electrical	5 days	Mon 2/28/22	Fri 3/4/22	13
19		Finish HVAC	5 days	Mon 2/28/22	Fri 3/4/22	13
20		Carpet	5 days	Mon 3/14/22	Fri 3/18/22	16
21		Appliances	2 days	Wed 4/20/22	Thu 4/21/22	72
22		Drywall Punch	4 days	Mon 3/21/22	Thu 3/24/22	20
23		Cleaning	2 days	Thu 4/28/22	Fri 4/29/22	74
24		Punch	5 days	Mon 5/2/22	Fri 5/6/22	23
25		<New Task>	1 day?	Mon 10/4/21	Mon 10/4/21	
26		2nd floor (3 units)	0 days	Mon 10/18/21	Mon 10/18/21	
27		Demo	10 days	Mon 10/18/21	Fri 10/29/21	3
28		Rough frame (4 men) 290	12 days	Mon 11/29/21	Tue 12/14/21	4,27
29		Prerock and grid ceiling	2 days	Wed 12/15/21	Thu 12/16/21	28

Sawyer Lofts

ID		Task Name	Duration	Start	Finish	Predecessors
30		Rough Electrical	18 days	Mon 12/20/21	Wed 1/12/22	6
31		Rough HVAC	18 days	Mon 12/20/21	Wed 1/12/22	7
32		Rough Plumbing	18 days	Mon 12/20/21	Wed 1/12/22	8
33		Rough Fire protection	18 days	Mon 12/20/21	Wed 1/12/22	9
34		Insulation	4 days	Thu 1/13/22	Tue 1/18/22	33
35		Drywall	8 days	Mon 2/7/22	Wed 2/16/22	34,11
36		Tape, plaster repair & paint	8 days	Mon 2/21/22	Wed 3/2/22	35,12
37		LVT Flooring Sand hardwood	3 days	Thu 3/3/22	Mon 3/7/22	36
38		Finish fire protection	1 day	Tue 3/8/22	Tue 3/8/22	37
39		Windows	20 days	Mon 3/14/22	Fri 4/8/22	15
40		Finish Carpentry (4men) 213	6 days	Mon 3/14/22	Mon 3/21/22	37,16
41		Finish plumbing	5 days	Wed 3/16/22	Tue 3/22/22	40SS+2 days,17
42		Finish Electrical	5 days	Tue 3/8/22	Mon 3/14/22	37,18
43		Finish HVAC	5 days	Mon 3/7/22	Fri 3/11/22	36,19
44		Finish sand seal hardwood floors	5 days	Wed 3/23/22	Tue 3/29/22	41
45		Carpet	3 days	Wed 3/23/22	Fri 3/25/22	20,41
46		Appliances	2 days	Fri 4/22/22	Mon 4/25/22	40,21
47		Drywall Punch	3 days	Mon 3/28/22	Wed 3/30/22	45,22
48		Cleaning	2 days	Mon 5/2/22	Tue 5/3/22	45,23
49		Punch	5 days	Mon 5/9/22	Fri 5/13/22	47,24
50		<New Task>	1 day?	Mon 10/4/21	Mon 10/4/21	
51		1st floor (7 units)	0 days	Mon 11/1/21	Mon 11/1/21	
52		Demo	15 days	Mon 11/1/21	Fri 11/19/21	27
53		Cut floor remove concrete	5 days	Wed 11/3/21	Tue 11/9/21	3FS+12 days
54		underground Plumbing	23 days	Wed 11/10/21	Fri 12/10/21	53
55		concrete trenches	1 day	Mon 12/13/21	Mon 12/13/21	54
56		Rough frame (4 men) 736	23 days	Tue 12/14/21	Thu 1/13/22	55
57		Rough Electrical	18 days	Mon 1/17/22	Wed 2/9/22	61FS-3 days
58		Rough HVAC	18 days	Mon 1/17/22	Wed 2/9/22	61FS-3 days
59		Rough Plumbing	18 days	Mon 1/17/22	Wed 2/9/22	61FS-3 days

Sawyer Lofts

ID	 Task Name	Duration	Start	Finish	Predecessors
60	 Rough Fire protection	18 days	Mon 1/17/22	Wed 2/9/22	61FS-3 days
61	pre-rock	4 days	Fri 1/14/22	Wed 1/19/22	56
62	 Insulation	1 day	Thu 2/10/22	Thu 2/10/22	60
63	 Drywall	10 days	Thu 2/17/22	Wed 3/2/22	62,35
64	 Tape, plaster repair & paint	10 days	Thu 3/3/22	Wed 3/16/22	63
65	LVT Flooring	6 days	Thu 3/17/22	Thu 3/24/22	64
66	Finish fire protection (riser)	7 days	Thu 3/17/22	Fri 3/25/22	64
67	 windows	15 days	Mon 4/11/22	Fri 4/29/22	39
68	Finish Carpentry (4 men) 497	15 days	Tue 3/22/22	Mon 4/11/22	40
69	Finish plumbing	6 days	Mon 3/28/22	Mon 4/4/22	68SS+4 days,41,1
70	Finish Electrical	6 days	Thu 3/17/22	Thu 3/24/22	64
71	Finish HVAC	6 days	Thu 3/17/22	Thu 3/24/22	64
72	Carpet	6 days	Tue 4/12/22	Tue 4/19/22	68
73	Appliances	2 days	Tue 4/12/22	Wed 4/13/22	68
74	Drywall Punch	6 days	Wed 4/20/22	Wed 4/27/22	72
75	Cleaning	7 days	Thu 4/28/22	Fri 5/6/22	74
76	Punch	15 days	Mon 5/9/22	Fri 5/27/22	75
77	 sidewalks	5 days	Mon 4/25/22	Fri 4/29/22	
78	 Parking Lot grading	5 days	Mon 5/2/22	Fri 5/6/22	77
79	 Asphalt	5 days	Mon 5/9/22	Fri 5/13/22	78
80	landscaping	5 days	Mon 5/16/22	Fri 5/20/22	79
Begin Advertising & Leasing			4/15/22		
Construction Complete, Obtain CofO			6/1/22		
Lease Up			6/1/22-8/1/22		
Fully Stabilized			8/1/22		