

**PLANNING COMMISSION / ECONOMIC DEVELOPMENT COMMITTEE**  
**AGENDA**  
**VILLAGE OF DEERFIELD**  
**Monday, May18, 2020, 6:00p.m.**  
**Teleconference Meeting**

Due to the COVID-19 Pandemic, Including Federal, State and County Emergency orders limiting crowds, the meeting is being held via teleconference. Village Board members will attend by electronic device. Members of the Village Board and public may attend by:

Phone in            1-978-990-5087            Access code: 4962217

Or by logging into [www.freeconferencecall.com](http://www.freeconferencecall.com) – drop down Online meetings, Join meeting, code mccredie

- I. CALL TO ORDER – NOTING OF ROLL BY CLERK
- II. CONSENT AGENDA
  - A. APPROVAL OF MINUTES FROM DECEMBER 16, 2019 AND DECEMBER 23, 2019
- III. NEW BUSINESS
  - A. REVIEW & ACTION
    - 1. DISCUSS/CONSIDER A TID #3 GRANT REQUEST FROM BENOY PROPERTIES RENOVATIONS – 218 W NELSON STREET
- IV. STAFF REPORTS
  - A. TID #3 GRANT APPLICATION FINANCIAL UPDATE
- V. ADJOURN

Notice is hereby given that it is possible that a majority of the Village Board or other governmental body may be present at the above meeting of the PLANNING COMMISSION AND ECONOMIC DEVELOPMENT COMMITTEE to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Village Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the PLANNING COMMISSION AND ECONOMIC DEVELOPMENT COMMITTEE will take formal action at the above meeting.

If you require an interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact the Village Clerk at 764-5404 at least 24 hours prior to the meeting.

Elizabeth McCredie, Clerk  
Village of Deerfield

Posted 5/14/2020

**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  
DECEMBER 16, 2019 AT 6:00 P.M.**

**CALL TO ORDER – NOTING OF ROLL BY CLERK**

The meeting was called to order at 6:00pm by chair Tebon. Roll call: Evensen, Quamme, Riesop, G Frutiger, Bastian and Tebon present, C Frutiger absent. Also present: See sign-in sheet on file in Clerk's office.

**CONSENT AGENDA**

Motion by Tebon and seconded by Evensen to approve the December 16, 2019 agenda as posted. All ayes, motion carried.

**A. APPROVAL OF MINUTES FROM NOVEMBER 18, 2019**

Motion by Evensen and seconded by G Frutiger to approve the minutes from November 18, 2019 as amended.

All ayes, motion carried.

**PUBLIC APPEARANCES**

**A. PUBLIC HEARING REQUEST FOR A CONDITIONAL USE PERMIT FOR ZERO LOT LINE DUPLEXES AT 574/576 MEADOW TRACE FROM DAN HOESLY**

Tebon opened the public hearing at 6:03pm for a request to allow a conditional use permit for zero (0) lot line duplexes at 574/576 Meadow Trace and asked if anyone wished to speak.

**B. DEVELOPMENT OF TOWNSHIP LOTS AT THE END OF SKYLAND WAY – DAN RIEGE**

Dan Riege came before the commission and stated he would like to create four (4) lots on land he owns at the edge of town south of Skyland Way. The commission instructed Dan look at the Village's Master Plan to see if his plan coincides with it.

**C. PUBLIC COMMENTS**

**UNFINISHED BUSINESS, REVIEW & ACTION THERE ON  
NEW BUSINESS**

**A. RESOLUTIONS**

**B. REVIEW & ACTION**

**1. DISCUSS/CONSIDER REQUEST FOR A CONDITIONAL USE PERMIT FOR ZERO LOT LINE DUPLEXES AT 574/576 MEADOW TRACE FROM DAN HOESLY**

Tebon stated that no objection to the Conditional Use Permit (CUP) request for zero lot line duplexes at 574/576 Meadow Trace was made during the public hearing. Tebon also stated that this request is the same as the one the plan commission approved for 416/418 Meadow Trace which had conditions place on the permit per the Village Attorney and Building Inspector and recommended that the same be noted for this property too.

Motion by Evensen and seconded by Bastian to approve and recommend to the Village Board issuance of a Conditional Use Permit (CUP) to Dan Hoesly for zero-lot line duplexes at 574/576 Meadow Trace with the following conditions being placed on the CUP:

- Should either portion of the existing building be removed and a new building built that is not a zero-lot line building, the new building must comply with all the then existing zoning requirement for non-zero lot line construction within the district
- An occupancy permit is pulled
- A final inspection is performed before occupancy

All ayes, motion carried.

**2. DISCUSS/CONSIDER A TID #3 GRANT REQUEST FROM DEERFIELD RENTALS, LLC FOR 8-10 N MAIN STREET**

The Commission review a TID #3 grant request form Deerfield Rentals, LLC for 8-10 N Main Street. The project consists of replacing the garage doors, deck and windows for a total cost of \$20,129 and they are requesting a \$15,000 grant.

Motion by Evensen and seconded by Quamme to approve and recommend to the Village Board granting a TID #3 grant to Deerfield Rentals, LLC at 8-10 N Main Street for \$15,000. All ayes, motion carried.

**3. DISCUSS/CONSIDER A TID #3 GRANT REQUEST FROM DEERFIELD COMMUNITY CENTER FOR 10 LIBERTY STREET, SUITE 130**

The Commission reviewed a TID #3 grant request from the Deerfield Community Center at 10 Liberty Street, Suite 130. Under the TID #3 amended project the Village may enter into agreement for the purpose of sharing costs to encourage improvement and assure tax base is generated sufficient to recover project costs. Since the Community Center is tax exempt the members were concerned this requirement could not be met.

Motion by Frutiger and seconded by Bastian to deny a TID #3 grant to the Deerfield Community Center due to the fact that this project did not comply with the TID #3 project plan because the Center is a tax-exempt entity and the project would not generate sufficient to recover project costs. All ayes, Evensen opposed, motion carried.

**4. DISCUSS/CONSIDER FINAL PAYMENT REQUEST AND EXTENSION OF DEVELOPMENT AGREEMENT WITH KLINEFELTER RENTALS**

Scott Whiting/Klinefelter Rentals submitted a payment request and extension on his TID #3 grant. The Commission reviewed the request and agreed that all the projects in his request were completed except for the roof but per his Development Agreement the project must be fully completed before the final payment is made. Whiting's other request was to have his contract extended six (6) additional months to allow time for London Lumber to complete the roof project.

Motion by Tebon and seconded by Bastian to recommend to the Village Board approval of amended the project completion date for Klinefelter Rentals TID #3 Development Agreement to June 30, 2020 and deny the awning payment request until the project has not been completed. All ayes, motion carried.

**5. DISCUSS/CONSIDER A PRELIMINARY CERTIFIED SURVEY MAP FOR PROPERTY LOCATED IN THE VILLAGE'S EXTRATERRITORIAL ZONING DISTRICT**

David Dinkel submitted a preliminary certified survey map (CSM) for property located on Fadness Road which is in the Village's extraterritorial zoning district for the commission review. Dinkel explained that the property currently has a "no driveway" clause but the owner is waiting for DOT documentation that this can be removed and that the survey needs Village approval in order for it to move forward.

Motion by Quamme and seconded by Evensen to approve the preliminary CSM for Lot 3 on Fadness Road in the Village's extraterritorial zoning district and to give the Village Administrator authority to approve the final CSM if it complies with the preliminary map. All ayes, Riesop abstained, motion carried

**6. DISCUSS/CONSIDER TID #3 GRANT APPLICATION FINANCIAL UPDATE**

The members reviewed the TID #3 grant application financial spreadsheet.

**COMMUNICATIONS**

Multy informed the members that Redevelopment Resources is working with property owner on the submittal of grants and Vierbicher on the downtown revitalization project. Their next meeting will be in 2020 with bids ready by mid to late spring.

**STAFF REPORTS**

**ADJOURN**

Motion by Tebon and seconded by Evensen to adjourn at 7:02 p.m. All ayes, motion carried.

/S/ Elizabeth McCredie  
Village Administrator/Clerk/Treasurer

**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 DECEMBER 23, 2019 AT 6:30 P.M.**

**CALL TO ORDER – NOTING OF ROLL BY CLERK**

The meeting was called to order at 6:32pm by Chair Tebon. Roll call: Evensen, Quamme, Riesop, G Frutiger and Tebon present, Riesop, C Frutiger and Bastian absent. Also present: Diane Marie, David Dinkel and Dave Lemke.

**CONSENT AGENDA**

Motion by Tebon and seconded by Evensen to approve the December 23, 2020 agenda as posted. All ayes, motion carried.

**PUBLIC APPEARANCES**

**PUBLIC COMMENTS - none**

**UNFINISHED BUSINESS, REVIEW & ACTION THERE ON  
NEW BUSINESS**

**RESOLUTIONS**

**REVIEW & ACTION**

**1. DISCUSS/CONSIDER CERTIFIED SURVEY MAP RELATED TO THE ZERO-LOT LINE  
CONDITIONAL USE PERMIT FOR 416/418 MEADOW TRACE**

The members reviewed the certified survey map (CSM) related to the zero-lot line Conditional Use Permit (CUP) for 416/418 Meadow Trace. The CUP was previously approved by the plan commission but not the CSM.

Motion by Quamme and seconded by Evensen to approve and recommend to the Village Board the Certified Survey Map related to the zero-lot line Conditional Use permit for 416/418 Meadow Trace. All ayes, motion carried.

**2. DISCUSS/CONSIDER CERTIFIED SURVEY MAP RELATED TO THE ZERO-LOT LINE  
CONDITIONAL USE PERMIT FOR 574/576 MEADOW TRACE**

The members reviewed the certified survey map (CSM) related to the zero-lot line Conditional Use Permit (CUP) for 574/576. The CUP was previously approved by the plan commission but not the CSM.

Motion by Tebon and seconded by Evensen to approve and recommend to the Village Board the Certified Survey Map related to the zero-lot line Conditional Use permit for 574/576 Meadow Trace. All ayes, motion carried.

**COMMUNICATIONS**

**STAFF REPORTS**

**ADJOURN**

Motion by Tebon and seconded by Evensen to adjourn at 6:37pm. All ayes, motion carried

/S/ Elizabeth McCredie  
Village Administrator/Clerk/Treasurer



**REDEVELOPMENT  
RESOURCES**

**Project Name:** Benoy Properties Renovations  
**Applicant:** Benoy Properties, LLC  
**Address:** 218 W Nelson  
**Amount requested:** \$42,000

**Consistency with TID Grant Guidelines**

This project meets the following Objectives of the TID Grant Manual:

- #3 To encourage the leveraging of new private investment in the community.
- #4 To maintain a positive business climate which encourages the retention and expansion of existing business and industry and helps to attract desirable new business, industry, and services.
- #8 To support the downtown and main street revitalization in the Village.
- #11 To increase the tax base of the Village.

**Eligibility**

As the owner of the building, Benoy Properties, LLC is an eligible applicant under the TIF Grant Manual. The renovation expenses for which grant money is being requested are considered Eligible Activities under the Grant Manual.

**Project Description**

Benoy Properties recently purchased 218 W Nelson St and will be giving the building a complete exterior facelift. Two sides of the building will receive new facades with decorative block and brick veneer and two sides will be repaired masonry block. The overhead garage doors will have new metal wrap and seals to improve their appearance and longevity. The building is being leased to two tenants – a lawn care business and a vehicle maintenance business.

Benoy Masonry will be sourcing the materials and providing the labor for the work. However, because Benoy Masonry and Benoy Properties are owned by the same person, Redevelopment Resources requested that the applicant provide a third-party estimate for the work to validate Benoy Masonry's estimate. Both estimates are attached to the application.

The total investment of the project will be \$60,000 and they are requesting \$42,000 of that to assist with the renovations. A full breakdown of investment is on the next page.



REDEVELOPMENT  
RESOURCES

### Community Benefits

These updates will improve the overall appearance, longevity, and value of the building, which is one of the first buildings visitors see when approaching downtown from W Nelson Street.

### Sources & Uses

These sources of funds and their uses cover the entire investment the applicant is making in this project.

	Owner's Equity (30%)	TID 3 Grant (70%)	Total
Materials	\$ 18,000	\$ 4,260	\$ 22,260
Labor	\$ -	\$ 37,740	\$ 37,740
Total	\$ 18,000	\$ 42,000	\$ 60,000



# VILLAGE OF DEERFIELD

4 North Main St., P.O. Box 66, Deerfield, WI. 53531

TELEPHONE: 608-764-5404

FAX: 608-764-5807

Village President: Greg Frutiger  
Village Administrator / Clerk-Treasurer: Elizabeth McCredie  
www.deerfieldwi.com

Village of Deerfield  
TIF Assistance Application  
Approved to Form April 18, 2011

Date 4/23/20

Fees Paid \_\_\_\_\_  
Per Section 2.4(1) & (2)

## APPLICANT INFORMATION

Property Owner Benoy Properties LLC

Mailing Address 306 Investment Ct

Verona WI 53593

Contact Person Andy Benoy

Contact Address 306 Investment Ct

Verona WI 53593

Contact Person phone 608-516-1526

e-mail BenoypropertiesLLC@yahoo.com

## PROJECT INFORMATION

Business Name Benoy Properties LLC

Project Title W Nelson Face Lift

Project Address 218 W Nelson

Deerfield WI

Parcel Number	Year <u>2020</u> Assessed Value	Year _____ Equalized Value
<u>117/0712-214-4850-7</u>	<u>\$ 83,600</u>	

Information found on tax bills.

1) Description of project (250 words or less) addressing the following:

- a) Benefit to TID #3 and community
- b) Type of Project (Residential/Commercial)
- c) Redevelopment or New
- d) Number of project jobs to be created (if any)

2) Type of incentive being requested.

- a) Pay as you go
- b) Upfront payment
- c) Other \_\_\_\_\_

*SEE  
ATTACHED*

3) Estimated Value increase of property.

*\$47,000.00*

Construction Year	Value	Type

4) Why assistance is needed (250 words or less).

5) Description of source of other funds with supporting documents.

6) For Grant/Incentive request over \$25,000.00 the following are also required.

- a) Site Plans
- b) Building Plans
- c) Plat Plans

Return application to: Elizabeth McCredie  
P.O. Box 66  
Deerfield, WI 53531



Parcel Number - 117/0712-214-4850-7

Current

< Parcel Parents

Summary Report

### Parcel Summary

More +

Municipality Name VILLAGE OF DEERFIELD  
Parcel Description LOT 2 CSM 3813 CS15/340&341-11/3/81 F/K/...  
Owner Name ROCKING M INVESTMENTS LLC  
Primary Address 218 W NELSON ST  
Billing Address 881 MICKELSON FARM DR  
DEERFIELD WI 53531

### Assessment Detail

Less -

	«	< Newer	Older >	»
Assessment Year ②		2018		2017
Valuation Classification		G2		G2
Assessment Acres		0.270		0.270
Land Value		\$37,700.00		\$37,700.00
Improved Value		\$45,900.00		\$45,900.00
Total Value		\$83,600.00		\$83,600.00
Average Assessment Ratio ②		0.8913		0.9447
Estimated Fair Market Value ②		\$93,796		\$88,494
Valuation Date ②		04/18/2012		04/18/2012

Show Valuation Breakout

Show Assessment Contact Information ▾

### Zoning Information

Contact your local city, village or town office for municipal zoning information.

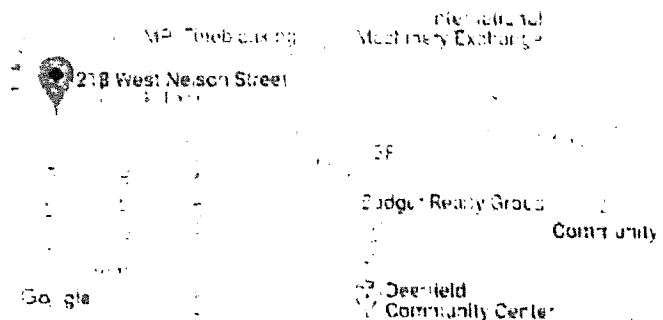
### Parcel Maps

218 W Nelson St

218 W Nelson St, Deerfield, WI 53531

Directions

View larger map



DCI Map

Google Map

Bing Map

## 218 w. Nelson TIF Assistance Application

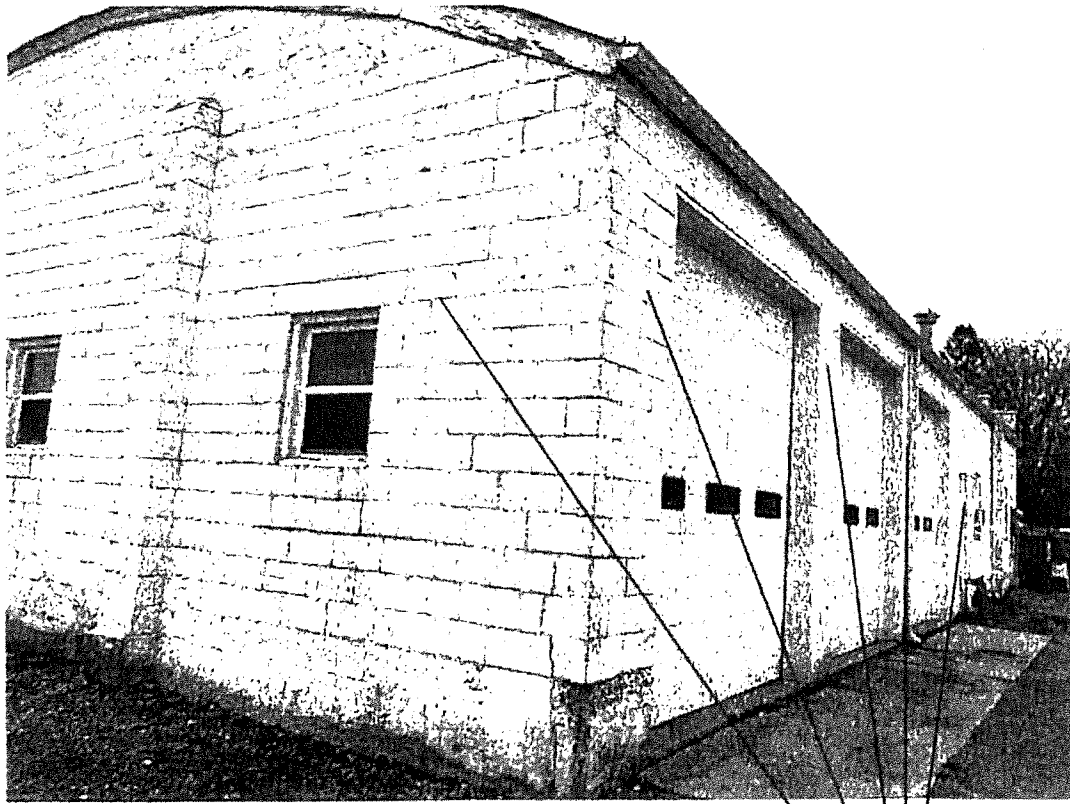
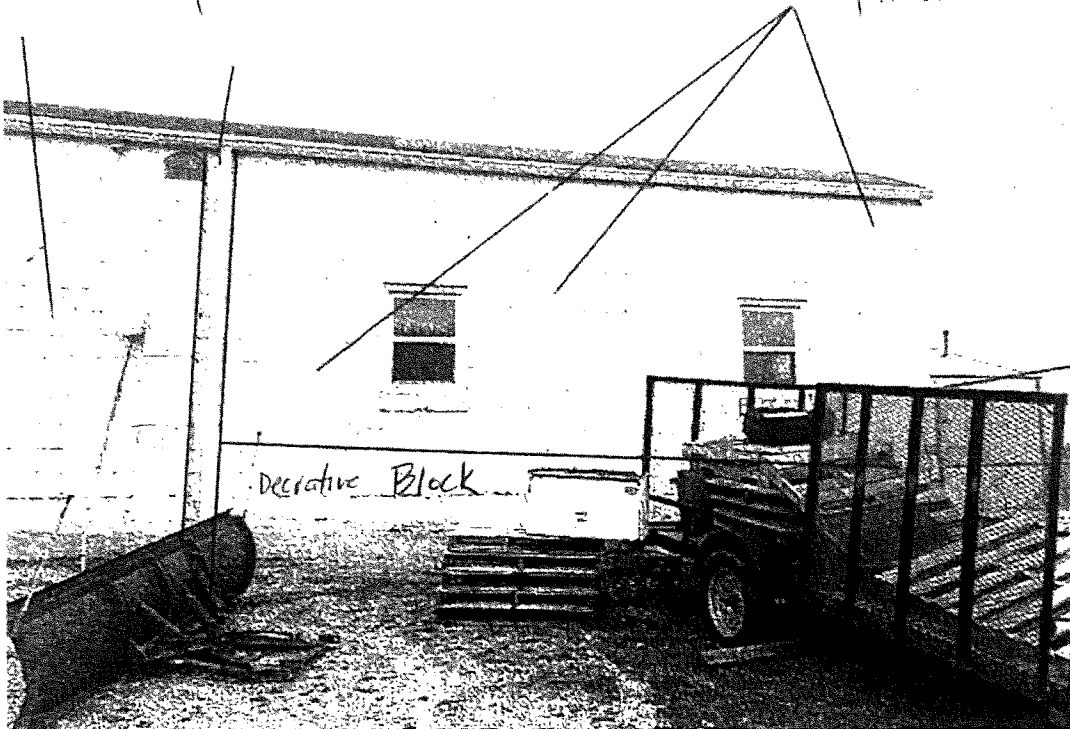
- 1) The benefit of this Commercial project to TID3 & the Community is to create a more welcoming entrance to the Village from the Savannah Park Subdivision & keep this older building in good repair & appearance. We will be giving the building a new facade on all of the elevations consisting of Burnished decorative block & Brick veneer. We will be adding new metal flashings at Front Garage doors, all windows/Doors and transition to Roof.
- 2) Benoy properties will be supplying 30% of the Cost, Labor + Material, to perform this work. We are looking for TIF to cover the 70% portion of the project. Material provided has a cost of \$22,260.00. The labor portion being \$37,740.00. The 70% I am requesting would be \$42,000.00.
- 3) Long term this will protect the value of the building and the value of the area. Projected market value increase of \$47,000.00.
- 4) Assistance is needed as this is an extensive remodel and the building is in dire need of this work. This building was just purchased and we do not have the ability to take out further funds to improve. The 30% will be paid for by cash on hand.

please see enclosed bids

BRICK

Brick  
Pilaster w/ new  
CAP

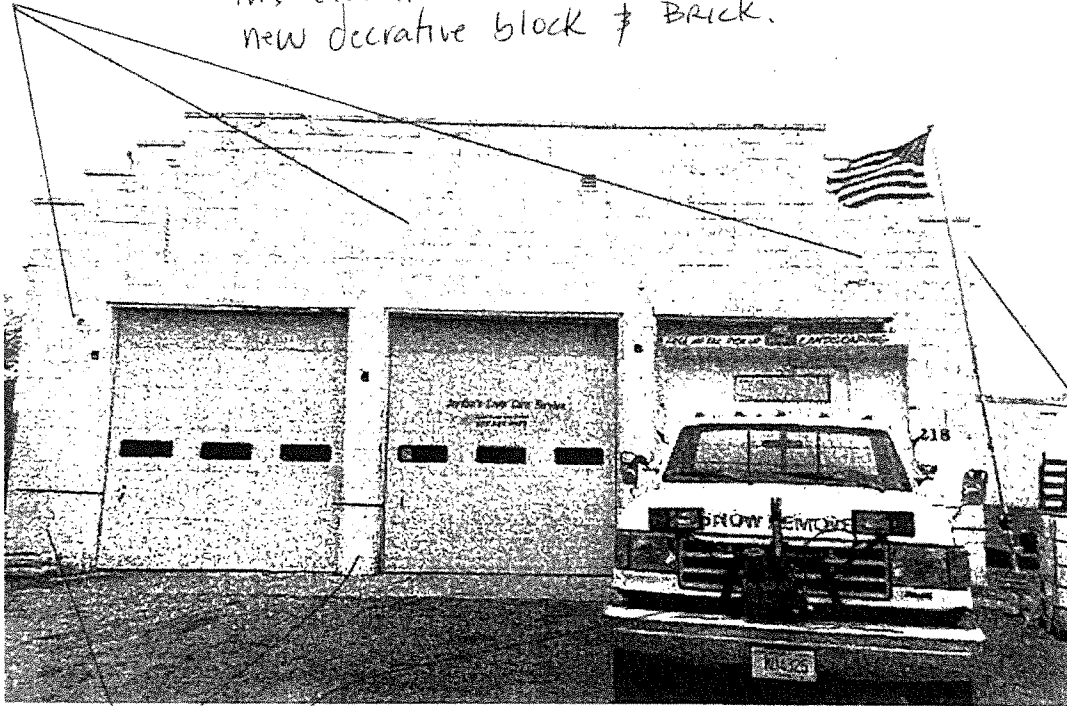
Brick Returned to  
pilaster from front



BRICK

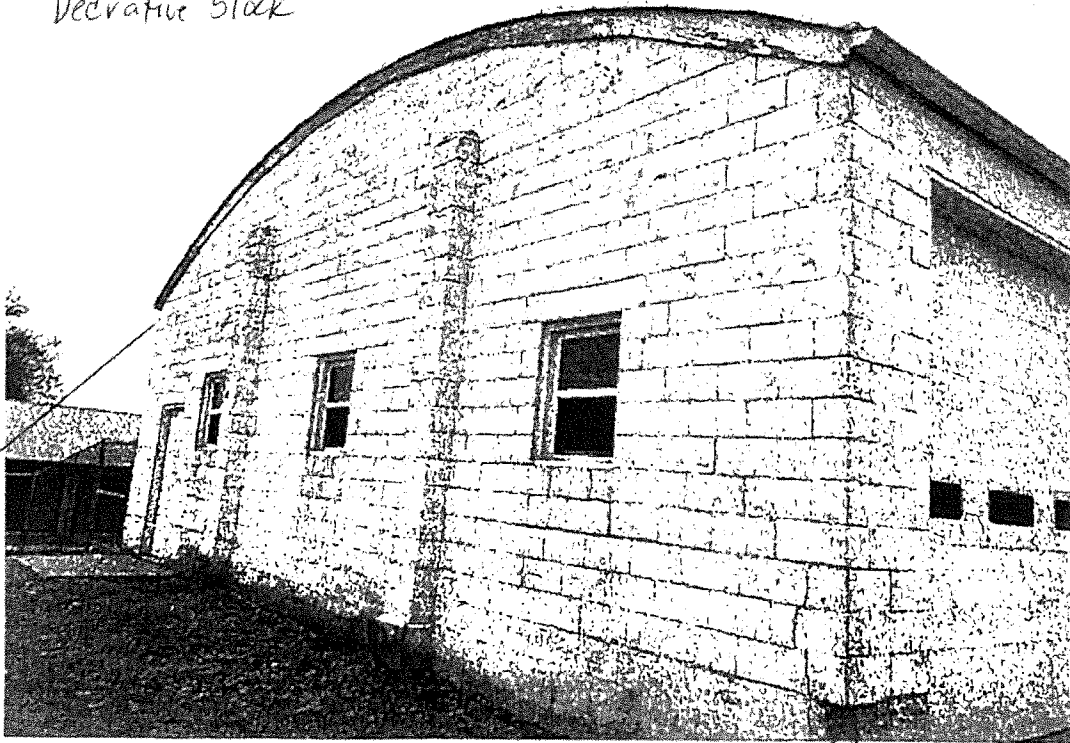
New  
BRICK

This elevation will be completely covered w/  
new decorative block & BRICK.



Side elevation  
will be  
completely covered  
w/ decorative block  
& BRICK

Decorative block



Side elevation  
will be all  
covered w/  
Decorative block  
& BRICK

This elevation will be repaired  
and covered w/ new brick 3 of 5

Repair

# BEN DY MASONRY

PHONE (608) 516-1526

DATE: 3/28/20

TO: Benor Properties LLC

**We are pleased to submit the following bid:**

**JOB DESCRIPTION:**

218 W Nelson St

## MATERIALS

[illegible]

**LABOR**

DESCRIPTION	CHARGES	TOTAL
- Grind out and tuck point block veneer		
- new Block & brick veneer w/ cast sills		
- Repair all cracks & damaged blocks		
COMMENTS:	LABOR TOTAL	37,740.00

**COMMENTS:**

LABOR TOTAL 37,740.00

Total \$ 60,000.00

# Mount Horeb Masonry LLC.

# Proposal

2694 Hwy F  
Blue Mounds, WI 53517  
608-437-7445

## PROPOSAL SUBMITTED TO:

NAME: Benoy Properties LLC.

ADDRESS:

PHONE:

## WORK TO BE PERFORMED:

LOCATION: Deerfield 218 w. Nelson st.

DATE OF PLANS:

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

-Masonry estimate per Benoy Properties drawings

-2428 ft brick(allow .65 per brick) in grey mortar	\$42,310.00
-278 ft Burnished Block	\$4700.00
-Steel angle iron & bolts to support new masonry	\$1910.00
-weep system & flashings, cast stone sills, and top of wall cap	\$6850.00
-Grind out/chisel out bad mortar joints re-tuck point and replace bad block	\$5670.00

All Material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \$61,440.00 Dollars.

Payments to be made as follows: Net 30 days.

Respectfully Submitted \_\_\_\_\_

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note – This proposal may be withdrawn if not accepted within 30 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_



May 12, 2020

Deerfield Planning Commission:

You will be reviewing a TID 3 Grant application at the May 18, 2020 Planning Commission meeting for 218 W Nelson St. Included with the application is my usual summary outlining the details of the project and its consistency with the Grant Manual.

Since submitting the application, the applicant has moved forward with beginning work on the project and has completed approximately 70% of the work. In speaking with the applicant after learning the project had started, I learned the primary motivation for beginning work was to provide a steady stream of work for his employees while other projects were on hold due to the pandemic.

Typically, applicants cannot start work on their project until their application has been approved by the Planning Commission and Village Board. Given that, I have reviewed the situation and the grant manual with Liz and Jared. The manual lists "expenditures made or incurred prior to the date of the application for a TIF Grant" as ineligible, but does not identify a specific point in the application process. We decided the best next step would be for the Planning Commission to review the application and make a determination of the but-for test, given the facts provided here and in the application.

As a point of reference, the timeline is as follows:

April 10	Applicant submits completed application to Marisa.
April 13	Marisa requests additional quote on masonry work from applicant (as explained in my project summary).
April 15	Applicant submits additional quote to Marisa. Applicant incurs first project cost.
April 20	Work begins on project site.
April 23	Applicant submits updated application to Marisa with expanded scope.
May 6	Marisa learns project had started and speaks with applicant.

Marisa Muttu  
608-571-7434

TID #3 Grant Applications  
Acct. #511-51000-401

Not to exceed

\$ 500,000.00

Application Dated	Parcel Number	Approved by Plan Commission	Approved by Village Board	Vendor	AMOUNT	Amount Paid	Balance Remaining
4/29/2019	0712-214-7274-9	5/20/2019	6/10/2019	Klinefelter Rentals, LLC	\$ 56,000.00	\$ 56,000.00	\$ -
7/11/2019	0712-214-4209-1	8/19/2019	10/14/2019	Tera Schroeder/Karizma Hair Salon	\$ 38,640.00	\$ 38,640.00	\$ -
7/8/2019	0712-214-7338-2	8/19/2019	10/14/2019	Sherry Lange Agency, LLC	\$ 46,500.00	\$ 20,502.00	\$ 25,998.00
8/3/2019	0712-214-7469-4	8/19/2019	10/14/2019	Wilfredo Dextre	\$ 67,655.00	\$	\$ 67,655.00
9/11/2019	0712-214-7219-6	9/16/2019	Withdrawn	Alan Mikkelsen (\$1325)	\$ -	\$	\$ -
9/11/2019	0712-214-4850-7	9/16/2019	Withdrawn	Rocking M Investments, LLC (\$8730)	\$ -	\$	\$ -
10/7/2019	0712-214-7515-7	10/21/2019	10/28/2019	Deerfield Rentals, LLC 2-4 S Main	\$ 51,677.00	\$ 30,070.00	\$ 21,607.00
12/9/2019	0712-214-7515-7	12/16/2019	12/23/2019	Pelletier Howard 8-10 N Main St	\$ 15,000.00	\$	\$ 15,000.00
4/23/2020	0712-214-4850-7			218 W Nelson Street (42,000)	\$ 42,000.00	\$	\$ 42,000.00
Totals to Date					\$ 317,472.00	\$ 145,212.00	\$ 172,260.00
Balance remaining for the allocation of grants					\$ 182,528.00		