

**VILLAGE OF FONTANA ON GENEVA LAKE**  
**WALWORTH COUNTY, WISCONSIN**  
(Official Minutes)

MONTHLY MEETING of the COMMUNITY DEVELOPMENT AUTHORITY  
**Wednesday, August 8, 2012**

CDA Chairman Bob Chanson called the meeting of the CDA to order at 6:02 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**CDA members present:** Chairman Chanson, Gail Hibbard, Jay Hicks, Jeff Fisk, Vice Chairman Skip Bliss

**CDA members absent:** President Arvid Petersen, Trustee Cindy Wilson

**Also present:** Jade Bolack, Administrator/Treasurer Kelly Hayden, Library Director Nancy Krei, Village Clerk Dennis Martin

**Visitors Heard**

None

**Approval of Minutes for June 20, 2012**

Commissioner Hibbard/Commissioner Fisk 2<sup>nd</sup> made a MOTION to approve the minutes as submitted, and the MOTION carried without negative vote.

**Approval of Current Payables**

Hayden stated that she contacted the Wisconsin DOT SE Region State Program Engineer Thomas Longtin as directed as the last meeting to inquire about the previously submitted Highway 67 contact closeout figure of \$37,247 that had been reported as the closeout figure for several years by the DOT. Earlier this year, the Village was contacted by the DOT and informed that because of an error by a DOT employee in entering the total cap figure for matching funds from the state, the Village actually owes \$110,881 for the final payment. At the last meeting, Hayden stated that when Longtin first contacted the village several months ago, the final payment invoice was increased from \$37,247 to about \$250,000. Hayden stated that after she contacted Longtin, he adjusted the final payment invoice to \$110,881. Longtin increased the \$1.5 million DOT cap by 3 percent for inflation from \$1.5 million to \$1,639,091. Hayden stated that she informed Longtin that the CDA directed staff to only pay the \$37,247 if and when the DOT provides an invoice that states the \$37,247 is the final payment and closes out the contract. Hayden stated that when she contacted Longtin earlier in the week, Longtin indicated the DOT would split the payment with the Village for the final \$110,881 – which would be a total of \$55,440 for the Village. Following discussion, the CDA members were in consensus that although the \$55,440 is \$18,193 more than the initially invoiced contract closeout figure of \$37,247, it is a lot less expensive than the \$250,000 range; and that if the negotiations are not finalized at this time, the DOT could come back in the future and demand that the Village pay the entire \$250,000.

Commissioner Bliss/Commissioner Fisk 2<sup>nd</sup> made a MOTION to recommend payment of the \$55,440 Highway 67 reconstruction contract final payment to the Wisconsin Department of Transportation with the condition a statement is received from the Wisconsin DOT prior to the payment that indicates the contract will be closed out when the payment is made. The MOTION carried without negative vote.

**Finance Report – Administrator/Treasurer Hayden**

**Update/Review – Full Accounting Statement**

Hayden stated that there is nothing new to report.

**TID #1 Projects – Public Works Director Workman**

**TIF Project Maintenance Activity Report**

No new items were added.

**General Business**

### **Fontana Mart, 286 Valley View Drive, BSOP Amendment Application for Shell Gas Station Signage – Cost Estimate Exceeds \$10,000 TID Threshold**

The Plan Commission and Village Board reviewed the application and recommended approval with conditions. The Plan Commission initially recommended approval of the application with 14 conditions. At the subsequent Village Board meeting, Scott Timm of Colortech of Wisconsin stated that U.S. Oil and the Shell Oil Company indicated in an August 3, 2012 letter that it could adhere to 13 of the 14 recommended conditions if the eighth condition regarding Shell logos on the individual gas pumps was waived by the Village. Timm also requested that the owners be allowed to have 3-by-3-foot Shell logos placed on the north and south facing sides of the canopy. The Village Board members reached a consensus that the pump logo condition could be waived and that two logos could be allowed on the new canopy with the condition the logos do not extend over upper and lower edges of the canopy, and that they are not illuminated. The CDA members reached a consensus that if the Plan Commission and Village Board already reviewed the conditions, the application should be approved as recommended.

Commissioner Hicks/Commissioner Fisk 2<sup>nd</sup> made a MOTION to approve the Village Board recommendation to approve the BSOP Amendment application with 13 of the 14 conditions recommended by the Plan Commission as follows:

1. The proposed 32-square-foot illuminated monument sign shall be allowed with the condition that the base is upgraded to a traditional (standard) monument base (as opposed to the existing metal pole) with additional landscaping.
2. A 1.5-square-foot illuminated “OPEN” sign shall be allowed with the condition that the sign be illuminated with LEDs (light-emitting diodes).
3. The proposed 20-square-foot main building “SHELL FONTANA MART” wall sign shall be allowed with the condition that the material used is a wood texture look. This sign may be illuminated by an approved gooseneck-style lighting fixture.
4. The proposed 10-square-foot main building “FOOD MART” wall sign shall be allowed with the condition that the material used is a wood texture look. This sign may be illuminated by an approved gooseneck-style lighting fixture.
5. Proposed main building color bar (yellow and red) shall not be allowed. The area shall be beige or off-white and complimentary to the existing main building.
6. No signage shall be allowed on the accessory structure (canopy).
7. No color bar (yellow and red) shall be allowed on the accessory structure (canopy). The canopy edge shall be beige or off-white and complimentary to the existing main building.
8. All other external signage (i.e., “PICADILLY PIZZA”) shall be removed and shall not be replaced.
9. Temporary signage as allowed through the Village of Fontana Municipal Code (i.e., temporary banners, menu-board signage) shall be applied for prior to installation and use. Application may be made through the Building & Zoning Department and does not require BSOP approval, unless as determined otherwise by the Zoning Administrator.
10. All other permanent signage or modifications to the approvals herein shall require application and approval as described in the Village of Fontana Municipal Code.
11. All building, zoning and electrical permits shall be applied for and obtained prior to the installation of and use of any approved signage. BSOP approval shall not alleviate the applicant from securing all required permits.
12. All outstanding cost recovery fees billed to date applicable to this project shall be paid prior to the issuance of any building & zoning permits. This condition does not alleviate the applicant from any cost recovery fees not yet billed.
13. Any signage not approved, or without issued proper permits, that are installed or used at any time, whether permanent or temporary in nature, shall be subject to municipal violations and citations as described in the Village of Fontana Municipal Code; and

to approve the addition of one 3-by-3-foot Shell logo on the south side of the canopy and one 3-by-3-foot Shell logo on the north side of the canopy, with the conditions that the logos are not illuminated and that they do not extend beyond the upper and lower edges of the canopy. The MOTION carried without negative vote.

### **138 Fontana Boulevard Property Proposal & Update**

Jay Hicks distributed a conceptual plan he received from Peter Novak for a commercial

condominium building from the northeast corner of Highway 67 and Fontana Boulevard to the Fontana Safety Building on the corner of Fontana Boulevard and Douglas Street. Hicks stated that the upper level of the building would be apartments, and the ground level would be commercial condominium units. Hicks stated that Novak has indicated he has preliminary financing arranged; however, Lucy Sandy has indicated she does not wish to sell her property, which is located between the lots owned by the Village of Fontana and the lot owned by Peter Novak. Bliss stated that without the property owned by Sandy included, the conceptual plan will not work. Chanson thanked Hicks for bringing the proposal to their attention and stated that the CDA Board will take it under advisement.

**Confirm Quorum & Dates for Upcoming Meetings**

**Next Meeting Date**

Chanson stated that if any new business comes in, a meeting will be scheduled.

**Adjournment**

Commissioner Fisk/Commissioner Hicks 2<sup>nd</sup> made a MOTION to adjourn the CDA meeting at 6:22 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the CDA, the official minutes will be kept on file at the Village Hall.

APPROVED: 11/7/2012