



Memorandum

To: Common Council
From: Greg Keil, CDD *GK*
Date: February 12, 2014
RE: Hotel Block Redevelopment - Status and Timeline

As you are aware, there has been substantial activity within the hotel block with regard to site clearance in preparation for a new office building. The purpose of this memo is to inform you of what next steps may be expected and a rough timetable as to when those steps may be taken. Depending on the course of events going forward, other actions may be required.

The developer is preparing a draft development agreement for the city's consideration. The basic contents of that agreement are expected to include a description of the undertakings of the city and the developer to build the project, and the obligations of the parties with respect to those undertakings.

The developer is expected to commit to the construction of a building of a certain size with an associated value within a specified timeframe and provide plans, specifications and any other documentation as may be required to obtain approvals by the respective bodies having review authority: These include the following:

- Administration Committee: Consideration of development agreement.
- Landmarks Commission: Consideration of "Certificate of Appropriateness" for the architectural design of the new office building.
- Plan Commission: Preparation of tax incremental district project plan, development site plan approval, recommendation to Common Council regarding the sale or lease of city property for parking facilities
- Common Council- Approval of development agreement (which may include a parking facility lease or purchase agreement), and TIF Project Plan.
- Joint Review Board - Approval of TIF Project Plan.

The expected timeframe for these actions is as follows:

- March - April 2015 - Development agreement review and approvals.
- March - May 2015 - TIF plan preparation and approvals.
- March 2015 - Site development plan approvals.
- March - May 2015 - Parking facility plan approvals.
- May 2015 - Building plan approvals and permit issuance.
- May 2016 - Building occupancy.

The developer is researching financing options and is finalizing building and site design details at this time. City staff are exploring scenarios for financing anticipated TIF project plan expenditures, including potential grant and loan funding sources. We are planning to engage Ehlers (a company which provides financial advisory services to the public sector) to assist us with developing the TIF Project Plan and the financing plan that will be contained therein. It is expected that the cost for these services (\$10-\$15,000) will be advanced into the new TIF district.

Staff will endeavor to present any information that may be forthcoming in a timely manner to assist the respective bodies with their understanding of project requirements as we move forward with this transformative development for Menasha's downtown and the community.