

Department of Community and Economic Development

Monthly Report

January 2026

- Submitted the seven-year grant report to DOT
- Reviewed façade grant applications for CDA January meeting
- Met with HLPC chair and vice chair
- Civic plus permitting back-end development
- Met with representative of a business to discuss possible annexation and utility connection
- Continued work on “Project Frozen Tundra” regarding possible new employer and annexation
- Coordinated review of Estes site plan review and driveway width waiver. This project will convert site from gravel to pavement and include a new building addition.
- Received 5 CDA Façade Grant applications for 2026. Communicated with façade grant applicants for additional information and updates to façade grant applications.
- Responded to many calls regarding 390 Meadow Lane house for sale
- Provided info to request for possible utility connection/small parcel annexation
- Attended the WEDA conference in Middleton on economic development
- Reviewed Part 1 draft of the new zoning code
- Created a 2025 façade grant report
- Recorded meetings totaled 113 views and included the Committee of the Whole, Common Council, and Utility Commission meetings. The 1-6-26 C.O.T.W. and Council meetings accounted for 63 views.
- Responded to the State Historical Society Annual report for Certified Local Units of Government
- Invited the City Finance Director to share a presentation to HLPC regarding city financial policies and procedures
- Finalized city marketing product
- Finalized site plan approval with Ruekert and Mielke on the Estes Transit site plan and new building. Issue permits.
- Contributed information to the City’s new Community guide.
- Met with consultant regarding commercial building plan review services.
- Responded to an open records request for multiple properties. The original request did not include parcel numbers or physical addresses
- Following up on open permits and enforcement action
- Coordinated two Development Review Team meetings addressing ongoing development issues.

- The Tourism Commission approved \$10,000 in tourism grant awards to 3 local organizations, a City department, and a City committee.
- Created a TIF worksheet for pending housing project
- Researched past TIF agreements tracking methods and procedures.
- Created orientation materials for two new Plan Commissioners
- Met with resident regarding a home occupation conditional use permit
- Provided site development and permit processing information for a business expansion in Robbins Creek Commerce Center
- Coordinated a long range TIF strategy meeting with key staff and consultants
- Created a media release focused on the 2025 façade grants; also on social media channels
- Continued area development planning for the Gateway area (Hwy 73 west/ 151)
- Coordination of marketing materials with consultant