



# Redevelopment Authority

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
<http://www.de-pere.org>

### Agenda

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|                                |                |                                           |
|--------------------------------|----------------|-------------------------------------------|
| <b>Monday, August 27, 2018</b> | <b>6:00 PM</b> | <b>De Pere City Hall Council Chambers</b> |
|--------------------------------|----------------|-------------------------------------------|

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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Redevelopment Authority** of the City of De Pere will be held on **August 27, 2018** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

#### Call to Order

1. Roll Call
2. Approval of the minutes of the June 25, 2018 Redevelopment Authority meeting.
3. Review 100-102 S Broadway Facade Grant Application (ED-783), submitted by J&J Enterprises of De Pere, LLP. \*
4. Request to recalculate 2018 facade grant project payments based on newly adopted Facade Grant Guidelines. \*

#### Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the Development Services Department at 339-4043 by noon on the day of the meeting so that arrangements can be made.

#### Agenda Sent To:

Alderspersons  
City Administrator  
Mayor  
Department Heads  
TV, Newspapers & Radio Stations  
Kress Family Library  
De Pere Chamber of Commerce  
Jerry Turba, J&J Enterprises of De Pere, LLP  
Andy Krans, Saks Holdings LLC  
Angela Patel, Luna Café

City of De Pere, Wisconsin



**Request For Redevelopment Authority Action**

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**MEETING DATE:** August 27, 2018

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Approval of the minutes of the June 25, 2018 Redevelopment Authority meeting.

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**ATTACHMENTS:**

- RDA\_Jun2018\_Minutes\_Draft(PDF)



# Redevelopment Authority

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
<http://www.de-pere.org>

### Draft Minutes

Monday, June 25, 2018

6:00 PM

De Pere City Hall Council Chambers

#### Call to Order

The meeting was called to order at 6:00 PM by Chairman Ted Penn

| Attendee Name     | Title        | Status  | Arrived |
|-------------------|--------------|---------|---------|
| Jerry Henrigillis | Board Member | Present |         |
| Carol Karls       | Board Member | Excused |         |
| Ted Penn          | Chairman     | Present |         |
| Tina Quigley      | Board Member | Present |         |
| Joe Van Deurzen   | Board Member | Excused |         |
| Julie Van Straten | Vice Chair   | Present |         |
| Lisa Vanden Avond | Board Member | Present |         |

Also present: Development Services Director Kim Flom and members of the public. Chairman Ted Penn and Kim Flom both welcomed Lisa Vanden Avond as the newly appointed board member.

#### 2. Approval of the minutes of the April 30, 2018 Redevelopment Authority meeting.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Julie Van Straten, Vice Chair                         |
| <b>SECONDER:</b> | Jerry Henrigillis, Board Member                       |
| <b>AYES:</b>     | Henrigillis, Penn, Quigley, Van Straten, Vanden Avond |
| <b>EXCUSED:</b>  | Carol Karls, Joe Van Deurzen                          |

#### 3. Annual election of Chair and Vice Chair.

Jerry Henrigillis motioned, seconded by Tina Quigley, to nominate Ted Penn as Chair and Julie Van Straten as Vice Chair. Upon vote, motion carried unanimously.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Jerry Henrigillis, Board Member                       |
| <b>SECONDER:</b> | Tina Quigley, Board Member                            |
| <b>AYES:</b>     | Henrigillis, Penn, Quigley, Van Straten, Vanden Avond |
| <b>EXCUSED:</b>  | Carol Karls, Joe Van Deurzen                          |

#### 4. Request to Review Facade Grant Guidelines - Maximum Grant Amount Calculation.

Development Services Director Kim Flom reported that she received a request from J & J Enterprises to review the facade grant guidelines. The request specifies a change to how the RDA calculates the grant maximum per building street frontage. Discussion followed and it was determined that the RDA should take into consideration buildings on corner lots and buildings which are more visible from other street views. Julie Van Straten noted that the whole point of a facade grant is to improve the outside appearance of a building from all visible sides, not just the front. Kim Flom added that the RDA should specify right-of-way frontage rather than building street frontage when making a recommendation to consider corner buildings and buildings on alleys. Lisa Vanden Avond moved, seconded by Tina Quigley, to calculate the grant maximum based on right-of-way street frontage. Upon vote, motion carried unanimously. This item will go to Council as a resolution at either the July 3 or July 17 meeting. Kim added that if the

facade grant applicant (J & J Enterprises) would like to take advantage of the change to the facade grant maximum, staff recommends he retract his application and submit a new application after the change to the facade grant guidelines has been approved.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Lisa Vanden Avond, Board Member                       |
| <b>SECONDER:</b> | Tina Quigley, Board Member                            |
| <b>AYES:</b>     | Henrigillis, Penn, Quigley, Van Straten, Vanden Avond |
| <b>EXCUSED:</b>  | Carol Karls, Joe Van Deurzen                          |

5. Review 100-102 S Broadway Facade Grant Application (ED-783), submitted by J&J Enterprises of De Pere, LLP. \*

After the discussion regarding the facade grant guidelines, the applicant (J & J Enterprises) decided to withdraw his application. Tina Quigley motioned, seconded by Julie Van Straten, to accept the withdrawal of the application. Upon vote, motion carried unanimously.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Tina Quigley, Board Member                            |
| <b>SECONDER:</b> | Julie Van Straten, Vice Chair                         |
| <b>AYES:</b>     | Henrigillis, Penn, Quigley, Van Straten, Vanden Avond |
| <b>EXCUSED:</b>  | Carol Karls, Joe Van Deurzen                          |

6. Review Cultural District Master Plan.

Development Services Director Kim Flom reviewed the process that has occurred to date with the steering committee, the stakeholder group, and the consultant with respect to the proposed Cultural District Master Plan. She reviewed the three day charrette which occurred in May, the two open houses, and the project objectives of the plan. The plan is being proposed to establish an updated vision for the future growth of downtown De Pere, with the Mulva Cultural Center as the centerpiece. She explained the different options reviewed by the committee which included a Core Zone which includes the Mulva Center as well as a Secondary Zone which includes a riverwalk district. Kim added that the plan will likely be completed in several phases. She explained that the next steps in the process will be presenting the plan to the Plan Commission at their June 25th meeting, followed by the July 17th Council meeting as an addendum to the Downtown Master Plan. Jerry Henrigillis moved, seconded by Tina Quigley, to receive the plan and place it on file. Upon vote, motion carried by a vote of 4-0-1, with Julie Van Straten abstaining.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

### Adjournment

Jerry Henrigillis moved, seconded by Tina Quigley, to adjourn the meeting at 6:56 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker

**City of De Pere, Wisconsin****Request For Redevelopment Authority Action**

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**MEETING DATE:** August 27, 2018

**DEPARTMENT:** Planning

**FROM:** Kimberly Flom

**SUBJECT:** Review 100-102 S Broadway Facade Grant Application (ED-783),  
submitted by J&J Enterprises of De Pere, LLP. \*

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**ATTACHMENTS:**

- 100-102 S Broadway FG RDA Report 8-2018 (PDF)
- 100-102 S Broadway FG Application (PDF)
- De Leers Estimate (PDF)

# City of De Pere MEMORANDUM

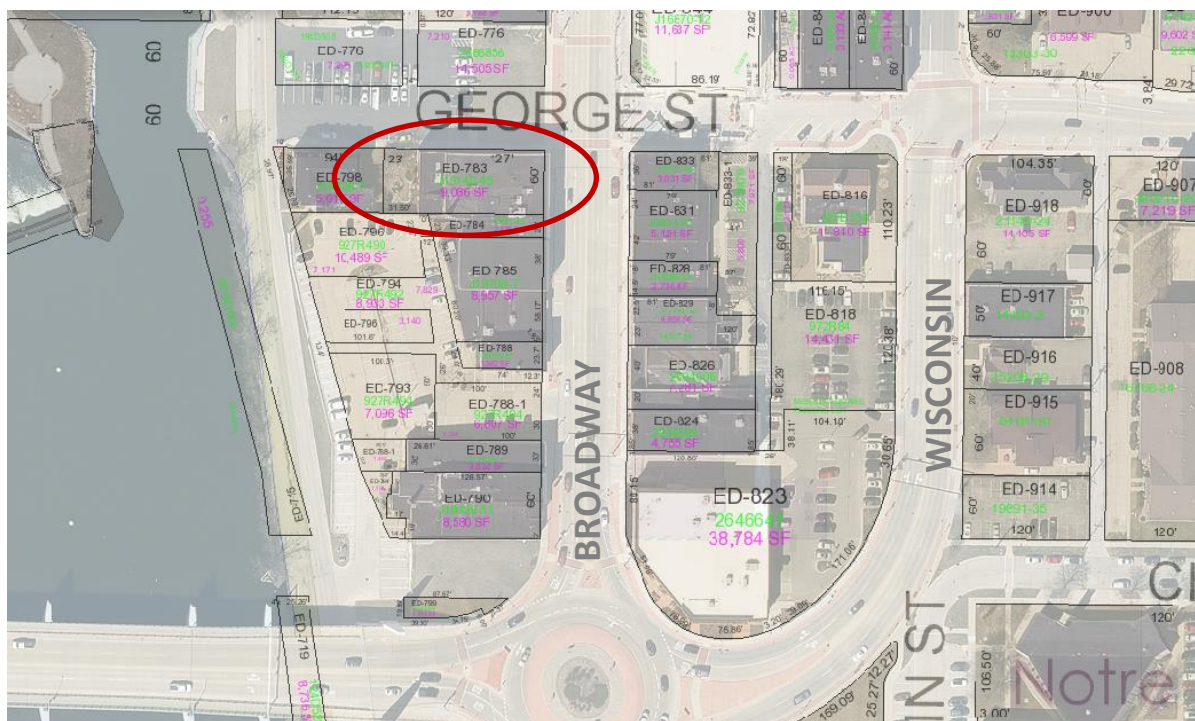


To: Redevelopment Authority  
 From: Kimberly Flom, Development Services Director  
 Date: August 27, 2018

RE: **Façade Grant Application – 100-102 S Broadway (Parcel ED-783)**

## Background

J&J Enterprises of De Pere, LLP submitted an attached façade grant application for 100-102 S Broadway (Parcel ED-783), also known as the Turba Building. The applicant rescinded the application at the June 2018 RDA meeting but has resubmitted in order to be considered under the updated Façade Grant Guidelines.



## Façade Grant Eligibility

- Building Length (measured along right of way) – 180' (Grant Maximum = \$30,000)
- Previous Façade Grant Awarded (if so, when) – None
- Historic Designation – Not Listed on State or National Register. Not listed as contributing.

The building is not currently on the State or National Historic registers, or listed as contributing by the City's Intensive Survey. While the north façade shows historic architectural detail, the second floor of the east façade had been covered with a brick veneer. Removal of that veneer and restoration to the original character of the building will aid in the pursuit of historic designation.

Existing Facade



Proposed Facade



The applicant proposes to complete the following work on the north and east façade by the end of 2018:

#### East

Replacement of existing windows (9) with reproductions of original windows.

Repaint Façade

Cost Estimate - \$25,000

#### North

Remove 1970 brick that covers original façade.

Restore original façade as needed.

Replace existing windows (7) with reproductions of original windows.

Cost Estimate - \$43,505



*Proposed East Façade Restoration*

#### Cost Estimates

The applicant has received detailed cost estimates for the east façade but not the north façade. Per the estimates, the project is eligible to receive up to \$30,000 in funding

**100-102 S Broadway - East (Front) and North Facades**

| Vendor              | Detail                         | Amount             | Notes                |
|---------------------|--------------------------------|--------------------|----------------------|
| <b>Front Façade</b> |                                |                    |                      |
| De Leers            | East demolition Window Install | \$39,505.00        |                      |
|                     | North window install repaint   | \$20,000.00        |                      |
| Dearco              | 7 reproduction windows         | \$4,000.00         |                      |
|                     | 9 reproduction windows         | \$5,000.00         |                      |
|                     |                                |                    |                      |
|                     |                                |                    |                      |
|                     |                                | <b>Total</b>       |                      |
|                     |                                | <b>\$68,505.00</b> |                      |
|                     |                                | \$1 Investment     | \$34,252.50          |
|                     |                                | \$1 Grant Match    | \$34,252.50          |
|                     |                                |                    | <b>Grant Maximum</b> |
|                     |                                |                    | <b>\$30,000</b>      |

2018 Façade Grant Available Funds \$30,000.00

Eligible Grant Amount \$30,000.00

*Remaining funds if approved \$0.00*

**Funding**

The applicant has requested \$30,000 in façade grant funding.

The project is located in TID#7. The Common Council approved \$30,000 from TID 7 for Façade Grant projects in 2018. To date, no other Façade Grant funds have been allocated to the east side of downtown (the grants previously approved for 109, 113 and 115 N Broadway were rescinded due to non-TID location of property).

Awarding this project to the grant maximum would leave \$0 left for 2018.

**Recommendation**

Recommend approval of the façade grant request for 100-102 S Broadway (ED-783), in an amount not to exceed \$30,000, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) That final grant payment be calculated per program requirements based on receipt review.



# CITY OF DE PERE

## APPLICATION FOR FAÇADE GRANT

Date:

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of designated Tax Increment Districts (TID). Applications will be acted upon on a first come first serve basis. See the back of this form for funding requirements and review process.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

### SECTION 1: Applicant / Permittee Information

|                                                                        |                                                |                              |                  |
|------------------------------------------------------------------------|------------------------------------------------|------------------------------|------------------|
| Applicant Name (Ind., Org. or Entity)<br>J&J Enterprise of DePere, LLP | Authorized Representative<br>Jerry Turba       | Title<br>Partner             |                  |
| Mailing Address<br>3030 Old Plank Rd                                   | City<br>De Pere                                | State<br>WI                  | ZIP Code<br>5411 |
| J_turba@sbcglobal.net                                                  | Phone Number (incl. area code)<br>920 265-3925 | Fax Number (incl. area code) |                  |

### SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

|                            |                                |                              |          |
|----------------------------|--------------------------------|------------------------------|----------|
| Name (Ind. Org. or Entity) | Contact Person                 | Title                        |          |
| Mailing Address            | City                           | State                        | ZIP Code |
| Email Address              | Phone Number (incl. area code) | Fax Number (incl. area code) |          |

### SECTION 3: Project or Site Location

|                                                                          |                   |
|--------------------------------------------------------------------------|-------------------|
| Project Address/Description<br>100 South Broadway East and North facades | Parcel No. ED-783 |
|--------------------------------------------------------------------------|-------------------|

### SECTION 4: Project Information

|                                                                                                     |                                                                                               |                                |                      |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------|----------------------|
| Project Description:                                                                                | Remove 1970 brick added East façade, Install reproduction windows both North and East facades |                                |                      |
| Estimated Start Date:                                                                               | September 2018                                                                                | Estimated Completion Date:     | October 2018         |
| Existing Façade Photo (attach):                                                                     |                                                                                               | Design Drawing (attach):       |                      |
| <i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i> |                                                                                               |                                |                      |
| <b>Category</b>                                                                                     | <b>Cost Estimate</b>                                                                          | <b>Category</b>                | <b>Cost Estimate</b> |
| East demolition Window install                                                                      | \$39,500                                                                                      | 7 Reproduction windows         | \$4000               |
| North window install repaint                                                                        | \$20,000                                                                                      | 9 Reproduction windows         | \$5000               |
| <b>Total Eligible Expenses:</b>                                                                     | 68,500                                                                                        | <b>Requested Grant Amount:</b> | 30,000               |

### SECTION 5: Certification and Permission

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

|                                                                                         |                |                              |
|-----------------------------------------------------------------------------------------|----------------|------------------------------|
| Name of Owner/Authorized Representative (please print)<br>Jerome K. Turba               | Title<br>Owner | Phone Number<br>920 265-3925 |
| Signature of Applicant<br><i>Jerome K. Turba dba: J&amp;J Enterprises of DePere LLP</i> |                | Date Signed<br>6-8-2018      |

Attachment: 100-102 S Broadway FG Application (7335 : 100-102 S Broadway Façade Grant Request \*)

# DELEERS

SERVICE DIVISION

## Professional Services Agreement

DeLeers Service Division (herein as "DSD") an enterprise of DeLeers Construction, Inc., (herein as "DCI") agrees to provide services as designated in Schedule "A" hereto, in accordance with the terms and conditions of this agreement, at:

|                  |                          |                       |                 |            |
|------------------|--------------------------|-----------------------|-----------------|------------|
| Company Name     | 100 S. Broadway Building |                       |                 |            |
| (Business Phone) | (Business Fax)           | (Website)             |                 |            |
| Customer Name    | Turba                    |                       | Jerry           |            |
|                  | (Last)                   | (First)               |                 |            |
| (Direct Line)    | (Cell Phone)             | j_turba@sbcglobal.net |                 |            |
|                  |                          | (E-mail)              |                 |            |
| Billing Address  | (Address)                | (City)                | (State)         | (Zip Code) |
| Service Location | 100/102 S. Broadway      | De Pere               | WI              | 54115      |
|                  | (Address)                | (City)                | (State)         | (Zip Code) |
| Front Door       | Back Door                | Garage Door           | Location        | Code       |
| (Keys Received)  |                          |                       | (Security Code) |            |

We hereby submit specifications and estimates for:

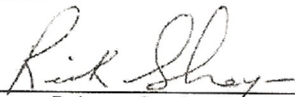
### Exterior Repairs:

- Remove remainder of brick façade
  - On front of building per discussion
- Install (7) new windows
  - Windows to be supplied by Owner
  - Exterior frames to be painted
  - Interior frames to be stained
- Demo interior ceiling lines
- Frame new interior ceiling lines
- Insulation, sheetrock and plaster
- Painting of interior
  - 1 coat of 1 color to be determined by Owner
- Construction dumpster
- Project clean-up and final cleaning performed

Budget Cost for above project: \$39,505.00\*

\*This is a rough budget *only*; if Owner proceeds there will be a more detailed proposal provided and costs could change

ACCEPTED:



DeLeers Service Division

06/05/2018

Submitted Date

Customer Signature

Accepted Date

Customer Signature

Accepted Date

City of De Pere, Wisconsin



**Request For Redevelopment Authority Action**

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**MEETING DATE:** August 27, 2018

**DEPARTMENT:** Planning

**FROM:** Kimberly Flom

**SUBJECT:** Request to recalculate 2018 facade grant project payments based on newly adopted Facade Grant Guidelines. \*

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**ATTACHMENTS:**

- 2018 Facade Grant Payment Consideration (PDF)

# City of De Pere MEMORANDUM



To: Redevelopment Authority  
 From: Kimberly Flom, Development Services Director  
 Date: August 27, 2018

RE: **Reconsideration of funding for 2018 submitted Façade Grant Projects \***

## Background

A number of changes have occurred to the Façade Grant program over the past nine months:

- December 2017 - Common Council requests that the RDA review the newly adopted Façade Grant Guidelines in order to make the program more attractive to businesses.
- February 2018 – Façade guidelines are on the agenda but are moved to the March meeting in order to provide for input from the RDA Chair.
- March 2018 – RDA reviews Façade Grant report and discusses potential program changes.
- April 2018 – RDA approves updated façade grant guidelines (including major changes on grant payment structure)
- May 2018 – Council approves RDA recommendation via resolution.
- June 2018 – Property owner requests that the RDA review façade guidelines in order to change how the maximum grant amount is calculated. RDA recommends changes.
- July 2018 – Council approves RDA recommendation via resolution.

During this time period, the RDA reviewed a number of façade grant applications that could have benefitted from the program changes if they would have put their work on hold. Based on a re-review of those projects and due to funding availability, staff requests that 2018 façade grant projects be reconsidered for updated payment amounts under the new façade grant guidelines.

## Project Details

The below charts summarize the previously approved funds and proposed updated grant awards based on current façade program guidelines.

### TID #7 - No Eligible Projects

\*\*109, 113 and 115 N. Broadway were also reviewed and approved by the RDA and Common Council but were later rescinded due to the non-TID location of the properties.

## TID #9 – 3 Eligible Projects

| 353 Main Ave Façade Grant (+/- 85' qualifying building frontage) |                                                      |                 | Max Grant \$20,000      |
|------------------------------------------------------------------|------------------------------------------------------|-----------------|-------------------------|
| Vendor                                                           | Detail                                               | Amount          | Notes                   |
| Green Bay Glass Center, Inc.                                     | Total Window Replacement                             | \$19,295.00     |                         |
|                                                                  | Masonry Work as Needed Around Windows                | \$800.00        |                         |
|                                                                  | Paint Removal                                        | \$430.00        |                         |
|                                                                  | Metal Façade Removal (including Permits/Scaffolding) | \$260.00        |                         |
| C&C                                                              | Electrical Time and Materials                        | \$1,500.00      | <i>not to exceed</i>    |
|                                                                  |                                                      | <b>Total</b>    |                         |
|                                                                  |                                                      | \$4 Investment  | \$17,828.00             |
|                                                                  |                                                      | \$1 Grant Match | \$4,457.00              |
|                                                                  |                                                      |                 | <i>Council Approved</i> |

|                      |             |
|----------------------|-------------|
| \$1 Investment       | \$11,142.50 |
| \$ Grant Match       | \$11,142.50 |
| Proposed Grant Award | \$11,142.50 |

| 330 Main Ave Façade Grant (+/-50' of qualifying building frontage) |                |                 | Max Grant \$10,000      |
|--------------------------------------------------------------------|----------------|-----------------|-------------------------|
| Vendor                                                             | Detail         | Amount          | Notes                   |
| Jones Sign                                                         | Awning Removal | \$801.80        |                         |
| Fitzgerald Painting                                                | Repainting     | \$2,500.00      |                         |
|                                                                    |                | <b>Total</b>    |                         |
|                                                                    |                | \$4 Investment  | \$2,641.44              |
|                                                                    |                | \$1 Grant Match | \$660.36                |
|                                                                    |                |                 | <i>Council Approved</i> |

|                      |            |
|----------------------|------------|
| \$1 Investment       | \$1,650.90 |
| \$ Grant Match       | \$1,650.90 |
| Proposed Grant Award | \$1,650.90 |

| 363 Main Façade Grant (+/- 64' of qualifying building frontage) |                                               |                 | Max Grant \$20,000      |
|-----------------------------------------------------------------|-----------------------------------------------|-----------------|-------------------------|
| Vendor                                                          | Detail                                        | Amount          | Notes                   |
| C&C Electric                                                    | Exterior lighting work                        | \$1,979.27      |                         |
| Green Bay Glass Center                                          | New windows and door system - Main St. Facing | \$4,531.00      |                         |
| Saks Holdings, LLC                                              | Paint                                         | \$167.98        |                         |
| Williams Custom Canvas                                          | Awning                                        | \$759.60        |                         |
| Saks Holdings, LLC                                              | Paint and labor                               | \$602.96        |                         |
| Englebert's Masonry                                             | Door and window opening                       | \$1,800.00      |                         |
| Blindauer Roofing                                               | Fascia and labor                              | \$1,200.00      |                         |
| Green Bay Glass Center                                          | Windows and door systems                      | \$11,522.00     |                         |
| C. Renier Architects                                            | Architectural and structural design           | \$1,500.00      |                         |
| Schuh Construction                                              | Structural supporting beam                    | \$2,170.00      |                         |
| Van Lanen Mfg.                                                  | Decorative fencing for outdoor seating area   | \$1,930.00      |                         |
|                                                                 |                                               | <b>Total</b>    |                         |
|                                                                 |                                               | \$4 Investment  | \$22,530.25             |
|                                                                 |                                               | \$1 Grant Match | \$5,632.56              |
|                                                                 |                                               |                 | <i>Council Approved</i> |

|                          |             |
|--------------------------|-------------|
| Subtract 2017 Approvals: | \$17,207.00 |
|--------------------------|-------------|

|                           |                         |
|---------------------------|-------------------------|
| 2018 Project Total        | \$10,955.81             |
| \$1 Investment            | \$5,477.91              |
| \$ Grant Match            | \$5,477.91              |
| Proposed Grant Award      | \$5,477.91              |
| 2017 Awarded Grant Amount | \$3,441.40              |
|                           | <i>Council Approved</i> |

|                                 |            |
|---------------------------------|------------|
| 363 Main Total Eligible Payment | \$8,919.31 |
|---------------------------------|------------|

Attachment: 2018 Façade Grant Payment Consideration (7336 : 2018 Façade Grant Project Payment Recalculation)

Budget Implications

If approved, this request will have the following impact on the overall Façade Grant budget for 2018.

*West Side Downtown – TID #9 \$30,000*

2018 Approved Funding: \$7,308.52

2018 Proposed Funding: \$18,271.31

Funding increase of \$10,962.79 to the three eligible projects. \$11,728.70 remaining in TID #11 for 2018.

*East Side Downtown – TID # 7 \$30,000*

No changes.

Recommendation

Staff recommends that all 2018 Council approved façade grant payments, as detailed in this memo, be updated per the current Façade Grant Guidelines, approved by Council resolution on August 7, 2018. This would increase the façade grant payments for 330, 353 and 363 Main by \$10,962.79 to a total of \$18,271.31.