



# Redevelopment Authority

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

## Regular Meeting

### Agenda

Monday, June 24, 2024

6:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 **June 24, 2024 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

**The Public or Members of the Redevelopment Authority, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(312\) 757-3117](tel:+13127573117)  
Access Code: 154-883-285

*This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://depercitywi.iqm2.com/>.*

#### Call to Order

1. Roll Call
2. Approval of the minutes of the January 22, 2024 Redevelopment Authority meeting.
3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC.
4. Consideration and Possible Action on the Housing Stock Improvement Loan for Danielle Jauquet, property owner at 719 N Michigan St (ED-16).\*
5. Consideration and Possible Action on a Requested Amendment to Resolution #22-91 Approving Facade Improvement Project and Authorizing Disbursement of Grant for 407 Main Avenue (Parcel WD-885).\*
6. Consideration and Possible Action on a Requested Amendment to Resolution #22-92 Approving Facade Improvement Project and Authorizing Disbursement of Grant for 409 Main Avenue (Parcel WD-886).\*
7. Discussion on the Future Meeting Schedule of the RDA.

#### 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.

\*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Danielle Jauquet



City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

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**MEETING DATE:** June 24, 2024

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Approval of the minutes of the January 22, 2024 Redevelopment Authority meeting.

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**ATTACHMENTS:**

- RDA\_Jan2024\_Minutes\_Draft (PDF)



# Redevelopment Authority

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

## Regular Meeting

### Draft Minutes

Monday, January 22, 2024

6:00 PM

Council Chambers and Virtual

#### Call to Order

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

Attendee Name	Title	Status	Arrived
Kendall Dworak	Board Member	Excused	
Jerry Henrigillis	Board Member	Excused	
Carol Karls	Board Member	Present	
Ted Penn	Chairman	Present	
Lisa VandenAvond	Board Member	Present	
Joe Van Deurzen	Board Member	Excused	
Julie Van Straten	Vice Chair	Present	

Also present Development Services Director Daniel Lindstrom, Community & Economic Development Specialist Quasan Shaw and members of the public.

- Approval of the minutes of the January 23, 2023 Redevelopment Authority meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Julie Van Straten, Vice Chair
<b>SECONDER:</b>	Lisa VandenAvond, Board Member
<b>AYES:</b>	Carol Karls, Ted Penn, Lisa VandenAvond, Julie Van Straten
<b>EXCUSED:</b>	Kendall Dworak, Jerry Henrigillis, Joe Van Deurzen

- Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC.

There were no public comments.

<b>RESULT:</b>	<b>DISCUSSED</b>
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- Discussion and Overview of the “Deeper Roots - Housing Stock Improvement Program  
Development Services Director Daniel Lindstrom provided an overview of the Deeper Roots Housing Stock Improvement Program. TID No. 6 was created in 1998 as an industrial TID on the west side. The TID has a maximum life of March 2021 and was extended for one year to capture funds for affordable housing. In 2022, the City received \$1,968,527 to use in affordable housing and for general housing stock improvement. In 2023, the Council created the "Deeper Roots" housing stock improvement program with AARPA and affordability funds. The goal of the program is to modernize and improve the housing stock in De Pere while maintaining affordability for targeted homeowners and buyers. The loan program offers zero interest loans over the life of the loan and act as a deferred second mortgage with no principle or interest payments due until after five years following the award of the loan, or at the sale or refinancing of the home, whichever comes first. The maximum amount of any loan award will be \$20,000 or 50% of the total improvement costs for owner-occupied single or two-family units. There are three limiting factors to the program which are: homes must be constructed prior to 1980, household income must be 100% or less than the area county median income reported by HUD, and the homes must be occupied by the applicant for no less than two years after

the time improvements are made. Eligible properties include owner-occupied homes whose most recent assessed value is at or below 100% of the median assessed value of single family residential property in the City. For example, on January 1, 2023, the median assessed value of an owner-occupied single family residential property was \$250,400.

Eligible expenses include:

Expansion/addition to accommodate families.

Upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated systems, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels.

In addition to home upgrades, funds may also be used for sump pump connection, window replacement and insulation improvements, or other measures that will increase the heating and cooling efficiency and overall performance of the home.

Lisa VandenAvond asked how the program is communicated to residents. The applicants were notified by their alderpersons. Daniel added that the City recently hired a new position, the Community & Economic Development Specialist to help develop other programs like this and communicate them to the public. Julie Van Straten asked if anything is done after the improvements are made to make sure the home is properly maintained. Daniel replied that staff would be conducting status checks on the applicants throughout the process. Carol Karls asked where the money collected for loan payments will go. Daniel stated that the payments will go back into the pool of funds to use for future loans.

<b>RESULT:</b>	<b>DISCUSSED</b>
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5. Consideration and Possible Action on the Housing Stock Improvement Loan for Abbey Kleinert and Jared Fink, property owners at 120 S Ontario Street (ED-1097)\*

Development Services Director Daniel Lindstrom reviewed the first application for 120 S Ontario Street. The homeowners have owned the home for a little over two years. A lot of the structural work was completed prior to applying since the program hadn't started yet. The total eligible expenses are over \$90,000. The homeowners are requesting the full \$20,000 loan, which they are eligible for. Items they are proposing:

- Addition to add an upstairs bathroom and an extension of the kitchen.
- Fix the water flooding issue in the basement by digging a new foundation under the addition and installing a sump pump.
- Replace the old rotting deck.

Staff recommended approval of the loan request in an amount not to exceed \$20,000 to be funded from the ARPA funding and that the recommendation be forwarded to Council, subject to the following conditions:

1. Final income verifications submitted to the City (2 most recent paystubs for both owners or if possible 2023 Tax Filing summary page).
2. Verification with the Primary Lender that they are in good standing.
3. City Attorney final review and preparation of loan agreements.

Carol Karls moved, seconded by Julie Van Straten, to approve the Housing Stock Improvement loan for the owners at 120 S Ontario Street and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Carol Karls, Board Member
<b>SECONDER:</b>	Julie Van Straten, Vice Chair
<b>AYES:</b>	Carol Karls, Ted Penn, Lisa VandenAvond, Julie Van Straten
<b>EXCUSED:</b>	Kendall Dworak, Jerry Henrigillis, Joe Van Deurzen

6. Consideration and Possible Action on the Housing Stock Improvement Loan for Susan and Steven Karner, property owners at 903 Jordan Road (ED-663-26)\*

Development Services Director Daniel Lindstrom reviewed the application for 903 Jordan Road. The property owners have owned the home for 30 years. Proposed work to be done include:

- Facade improvements: remove all siding and replace with board and batten siding and install new soffit and fascia, install white aluminum porch ceiling, and wrap brick window molding to weather protect.
- Replace the front steps and add a 14 foot wide front porch.

Staff recommended approval of the loan request in an amount not to exceed \$20,000 to be funded from the ARPA funding and that the recommendation be forwarded to Council, subject to the following conditions:

1. Final income verifications submitted to the City (2 most recent paystubs for both owners or if possible 2023 Tax Filing summary page.
2. Verification with the Primary Lender that they are in good standing.
3. City Attorney final review and preparation of loan agreements.

Lisa VandenAvond moved, seconded by Carol Karls, to approve the Housing Stock Improvement loan for the owners at 120 S Ontario Street and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Lisa VandenAvond, Board Member
<b>SECONDER:</b>	Carol Karls, Board Member
<b>AYES:</b>	Carol Karls, Ted Penn, Lisa VandenAvond, Julie Van Straten
<b>EXCUSED:</b>	Kendall Dworak, Jerry Henrigillis, Joe Van Deurzen

#### Adjournment

Julie Van Straten moved, seconded by Ted Penn, to adjourn the meeting at 6:25 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:** June 24, 2024

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC.

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City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

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**MEETING DATE:** June 24, 2024

**DEPARTMENT:** Economic Development

**FROM:** Quasan Shaw

**SUBJECT:** Consideration and Possible Action on the Housing Stock Improvement Loan for Danielle Jauquet, property owner at 719 N Michigan St (ED-16).\*

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**ATTACHMENTS:**

- (DR-2403) Jauquet Review Memo 06122024 (DOCX)
- Kinnard Proposal (PDF)
- Exterior Solutions Proposal (PDF)

# CITY OF DE PERE MEMO



To: Redevelopment Authority  
From: Quasan Shaw, Community & Economic Development Specialist  
Date: June 24, 2024

RE: Consideration and Possible Action on the Housing Stock Improvement Loan for Danielle Jauquet, property owner at 719 N Michigan St (ED-16)\*

## **Background:**

The City received the Housing Stock Improvement Program Loan application on June 5, 2024, from Danielle Jauquet, property owner at 719 N. Michigan St.

The applicant proposed to remove the existing AC unit on the home and replace it with a new energy efficient AC unit. The applicant also proposes to remove the existing back door which is allowing cold air in and does not close properly and replace it with a new fire rated energy efficient exterior door to the rear of the structure. The applicant provided the attached cost quote and existing expenses for the proposed work.



**Proposed Scope of Work** 1) Remove the existing AC unit on the home and replace it with a new energy efficient AC unit.

2) Replace the rear door on the exterior of the structure.

**Applicants:** Danielle Jauquet

**Location of Home:** 719 N. Michigan St.

**Number of Bedrooms:** 2

**Age of Structure:** 109 Years

**Owner Occupied:** Yes

**Household Size:** 1

**Own Home/Purchasing:** Owned – 6 Years

**Received multiple Quotes:** Yes

**Uses of Funds Cost Summary:** The total cost for structural and exterior improvements is \$7,364.00

*NOTE: The funds may only be used for improvements made on the primary housing structure and any additions and not any accessory structures on a particular lot unless adding an accessory dwelling unit or backyard cottage to a structure. Work on garages where the primary use is parking cars used by the resident household is an eligible use of loan funds; however, higher priority will be given to attached garages or garages where the primary use is parking cars – other accessory garages do not qualify.*

*Funds may also be used to make upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated systems, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels. Replacement or maintenance of home components that are expected to be replaced periodically such as water heaters and fixtures will not be funded. Repayment of any loan application fees incurred as part of this program is an eligible use of loan funds received. All systems (listed above) impacted by improvements shall be brought into full code compliance prior to receiving an occupancy permit. In addition to home system upgrades, loan funds may also be used for sump pump connection, window replacement and insulation improvements, or other measures that will increase the heating and cooling efficiency and overall performance of the home.*





Kinnard Heating & Cooling LLC  
5156 Algoma Rd  
New Franken WI 54229  
920-465-6689 | 920-743-3333

June 5, 2024

Danielle Janquet  
719 N Michigan St  
De Pere, WI 54115

Kinnard Heating & Cooling, LLC is pleased to submit this proposal for the HVAC equipment for the above project:

Project: AC Replacement

**Tempstar AC Replacement**

- 2.5 Ton Condenser
- Condenser pad
- 10 Year parts and 1 year labor warranty
- New uncased coil 14"
- Sheet Metal pan and patch
- Rx flush of existing lineset
- Connected to existing electrical
- Startup and additional refrigerant
- Condensate to the floor drain

**Total Installation      \$4,364.00**

Upgrades

- Aprilaire Media air cleaner \$850.00
- RGF UV light \$950.00
- Honeywell T6 wifi thermostat and add a wire control \$250.00
- Aprilaire 600 Humidifier \$750.00

**Notes:**

- **ANY** balance over \$1,000 to be paid cash or check (**NO CREDIT CARD PAYMENTS OVER \$1,000**)
- Proposal does not include line voltage electrical to the furnace or air conditioner.
- All quotes void after 30 days
- **By accepting this proposal, general contractor or property owner acknowledges receipt of subcontractor notice of construction lien rights.**
- **Quote is void after 30 days**
  
- **Payment terms are:**
  - 60% Down Payment Due Upon Contract Acceptance
  - 40% At Completion of Project

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Tom Kinnard, Kinnard Heating & Cooling

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_

All materials as guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviations from above specification involving extra costs will get executed only upon written orders and will become an extra charge over and above the estimate. All agreement's contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal may be withdrawn by us if not accepted in 30 days. 1-1/2% monthly finance charge will be applied to unpaid balances over 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. Payment will be made as outlined above



# Exterior Solutions

ROOFING • SIDING • WINDOWS • DOORS

## Contact Information

3765 Creamery Rd, STE 5  
De Pere, WI 54115  
Phone: (920) 278-7100  
Email: Hello@ExteriorSolutionsGB.com  
Website: www.ExteriorSolutionsGB.com

## PROPOSAL CONTRACT

Date	5/21/24	Sales Person	Hunter Lullage
First Name (s)	Danielle	Last Name (s)	Jacquet
Phone Number		Email Address	
Job Address / City / State / Zip	719 North Michigan St, De Pere, WI, 54115		
Billing Address / City / State / Zip			
How did you hear about us?			

### Change Order

We hereby propose to furnish the materials and perform the labor changes as specified below:

36" x 80" door	2x6 wall
Keep interior & exterior trim	
black internal grid 52104	
smooth	
key pad deadbolt	<del>black handle</del>
	use current handle
Thermatru	

### 20 Year Workmanship Warranty

We accept cash, personal and business checks, & credit cards



By signing this contract you are accepting the following payment terms: All payments must be made in full no later than **30 days after invoice date**, any past due amount after 30 days will be charged 2% on the outstanding balance monthly until paid in full as well as a lien placed on property until paid in full.

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 workman like manner for the sum of \$ 3,000

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

Acceptance of Proposal: The above prices, qualifications, and conditions are satisfactory and are hereby accepted. Exterior Solutions LLC is authorized to do the work as specified. Payments will be made as outlined and I understand. This proposal may be withdrawn by us if not accepted within 80 days.

CUSTOMER SIGNATURE	DATE
EXTERIOR SOLUTIONS LLC SIGNATURE	DATE



City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

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**MEETING DATE:** June 24, 2024

**DEPARTMENT:** Economic Development

**FROM:** Daniel Lindstrom

**SUBJECT:** Consideration and Possible Action on a Requested Amendment to Resolution #22-91 Approving Facade Improvement Project and Authorizing Disbursement of Grant for 407 Main Avenue (Parcel WD-885).\*

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**ATTACHMENTS:**

- 1. 407 Main RDA Memo -2024 (PDF)
- 22-91 (PDF)
- 407 Pictures (PDF)

# CITY OF DE PERE MEMO



To: Redevelopment Authority  
 From: Daniel Lindstrom, Development Services Director  
 Date: June 24, 2024

**RE: Consideration and Possible Action on a Requested Amendment to Resolution #22-91 Approving Façade Improvement Project and Authorizing Disbursement of Grant for 407 Main Avenue (Parcel WD-885).\***

## Summary

Property owners Shanna & Lance A Koltz submitted a request to revise Resolution #22-91 approving a façade improvement project and authorizing the disbursement of the grant for 407 Main Avenue. The property owners submitted an application that identified a total eligible project cost of \$37,818 for repairing and replacing the front and rear façades. The estimated cost to complete the work exceeded the total required minimum to receive the maximum grant award based on the building façade length. The owner expended \$28,225 for window and stucco contracted work to repair the front façade and completed several other/non-structural updates on their own (repainting brick, new signage, new planter boxes). During the façade repair, it became apparent a portion of the roof needed to be replaced which was an unexpected cost. Below is the approved 2022 anticipated work.

### 407 Main Avenue Façade Grant - Façade Grant Project Estimate (Applicant Submission)

Vendor	Detail	Amount	Eligible	Notes
Green Bay Glass Center, Inc	Glass replacement	\$14,075.00	<input checked="" type="checkbox"/>	Proposal
Self	Painting (rear)	\$400.00	<input checked="" type="checkbox"/>	Proposal
Self	Shutters/Window Boxes, Landscaping	\$860.00	<input checked="" type="checkbox"/>	Proposal
Self	Door Replacements	\$3,153.00	<input checked="" type="checkbox"/>	Proposal
Green Bay Stucco Repair and Son	Stucco Repair	\$9,150.00	<input checked="" type="checkbox"/>	Proposal
Self/Awaiting Contractor	Demolition/Façade Removal	\$1,500.00	<input checked="" type="checkbox"/>	Estimate
Unnamed	Trim Repair/Replacement	\$5,000.00	<input checked="" type="checkbox"/>	Estimate
Unnamed	Sign Replacement (Front)	\$2,000.00	<input checked="" type="checkbox"/>	Estimate
Unnamed	Sign Replacement (Rear)	\$1,000.00	<input checked="" type="checkbox"/>	Estimate
Unnamed	Electrical for exterior improvements	\$680.00	<input checked="" type="checkbox"/>	Estimate
Unnamed	Roof and Deck Replacement	\$13,214.00	<input type="checkbox"/>	Estimate
			<input type="checkbox"/>	
	<b>Total</b>	<b>\$51,032.00</b>		
	<b>Total Eligible</b>	<b>\$37,818.00</b>		
	\$1 Investment	\$18,909.00		
	\$1 Grant Match (Maximum)	\$10,000.00		
				<b>Grant Maximum</b> <b>\$10,000</b>

Program rules require the applicant to submit all invoices for the stated eligible work and costs totaled in the approval resolution. The applicants would like to receive the grant funds for the work completed to date so they can continue the renovations to the rear of the property; however, staff cannot release the funds due to program rules. Therefore, they are requesting an amendment to the application and approval resolution to remove some of the previously stated costs.

**Completed Work**

*Before*



*After*



**Proposed Revision**

**407 Main Avenue Façade Grant - Façade Grant Project Estimate (Applicant Submission)**

Vendor	Detail	Amount	Eligible	Notes
Green Bay Glass Center, Inc	Glass replacement	\$14,075.00	X	Invoice Paid
Green Bay Stucco Repair and Son	Stucco Repair	\$14,150.00	X	Invoice Paid
		<b>Total</b>		
		<b>\$28,225.00</b>		
		<b>Total Eligible</b>		
		<b>\$28,225.00</b>		
		Matching Eligible Investment		
		\$14,112.50		
		Grant Match (Maximum)		
		\$10,000.00		
				<b>Grant Maximum</b>
				<b>\$10,000</b>

**Recommendation**

Recommend approval of the façade grant amendment request for 407 Main Avenue (WD-885) to reduce eligible project costs from \$37,818 to \$28,225. Development Services Staff reviewed the invoices and receipts.

## RESOLUTION #22-91

APPROVING FAÇADE IMPROVEMENT PROJECT AND  
 AUTHORIZING DISBURSEMENT OF GRANT  
 (407 Main Avenue - Parcel WD-885)

WHEREAS, the Tax Increment District #9 (TID #9 or the District) Project Plan includes city expenditure of funds to property owners within the District in the form of a grant match for eligible façade improvement costs, not to exceed \$10,000.00 per parcel (for building width of 1' to 60'), thereby increasing property values and tax increment during the life of the District; and

WHEREAS, Lance A. and Shanna L. Koltz, the owners of Parcel WD-885, have submitted an application for a façade improvement grant for proposed improvements to both the Main Avenue storefront façade and the rear façade of the building; and

WHEREAS, such application, attached and incorporated as Exhibit A, provides cost estimates for said improvements in the amount of \$51,032.00, with eligible expenses totaling \$37,818.00; and

WHEREAS, this façade improvement project has been reviewed by the Redevelopment Authority which recommends approval of a façade improvement grant in the total amount not to exceed \$10,000.00, subject to the provisions set forth below.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council approves the façade improvement contemplated in Exhibit A, as approved by the Redevelopment Authority, and thanks Lance and Shanna Koltz for their investment in the De Pere downtown.

BE IT FURTHER RESOLVED THAT:

The Director of Development Services or designee (Director) is authorized to approve disbursement of the façade grant in an amount not to exceed \$10,000.00 to Lance A. and Shanna L. Koltz, provided the following conditions are met:

Resolution #22-91

Page 2 of 2

1. Property owner obtains all necessary permits;
2. Property owner submits quotes for all eligible work to be completed;
3. After completion of the improvements, the Director receives copies of paid invoices from property owner showing the project is complete;
4. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes; and
5. Final grant payment to be calculated based upon receipt review pursuant to program requirements.

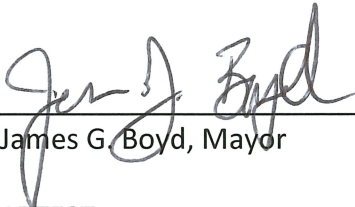
BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of

December, 2022.

APPROVED:

  
 \_\_\_\_\_  
 James G. Boyd, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Carey E. Danen, City Clerk

Ayes: 8

Nays: 0

RDA Approval: 10/24/2022

	<b>CITY OF DE PERE</b>  <b>APPLICATION FOR</b> <b>FAÇADE GRANT</b>	<b>Date:</b>
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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) <b>Lance and Shanna Koltz</b>		Authorized Representative <b>Building Owners</b>	
Mailing Address <b>920 Helena St.</b>	City <b>De Pere</b>	State <b>WI</b>	ZIP Code <b>54115</b>
Email Address <b>lkoltz@new.rr.com</b>	Phone Number (incl. area code) <b>920-619-3847</b>	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	
Mailing Address <b>407 Main Ave</b>		City <b>De Pere</b>	State <b>Wi</b>
Email Address <b>lkoltz@new.rr.com</b>		Phone Number (incl. area code) <b>920-619-3847</b>	Fax Number (incl. area code)
SECTION 3: Project or Site Location			
Project Address/Description <b>407 Main Ave. De Pere, WI 54115</b>			Parcel No.
SECTION 4: Project Information			
Project Description:	<b>New look for the outside, restoring windows back to original.</b>		
Estimated Start Date:	<b>10-15-22</b>	Estimated Completion Date:	<b>11-15-22</b>
Existing Façade Photo (attach):	<b>yes</b>	Design Drawing (attach):	<b>yes</b>
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>			
Category	Cost Estimate	Category	Cost Estimate
New Storefront windows	<b>14,075</b>	signage	<b>2K front/ 1K back</b>
Stucco	<b>9,150</b>	Deck/ extras (see attached)	<b>13,214</b>
Trim	<b>5K</b>	See attached	
<b>Total Eligible Expenses:</b>	<b>\$51,032</b>	<b>Requested Grant Amount:</b>	<b>10,000</b>
SECTION 5: Certification and Permission			
<p><b>Certification:</b> 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.</p> <p><b>Permission:</b> 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.</p>			
Name of Owner/Authorized Representative (please print)		Title <b>owners</b>	Phone Number <b>(920)619-3847</b>
Signature of Applicant		Date Signed	

Proposed Rear Improvement



407 and 409 Before



After Front Facade Renovations





City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

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**MEETING DATE:** June 24, 2024

**DEPARTMENT:** Economic Development

**FROM:** Daniel Lindstrom

**SUBJECT:** Consideration and Possible Action on a Requested Amendment to Resolution #22-92 Approving Facade Improvement Project and Authorizing Disbursement of Grant for 409 Main Avenue (Parcel WD-886).\*

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**ATTACHMENTS:**

- 1. 409 Main RDA Memo -2024 (PDF)
- 22-92 (PDF)
- 409 Pictures (PDF)

# CITY OF DE PERE MEMO



To: Redevelopment Authority  
 From: Daniel Lindstrom, Development Services Director  
 Date: June 24, 2024

**RE: Consideration and Possible Action on a Requested Amendment to Resolution #22-92 Approving Façade Improvement Project and Authorizing Disbursement of Grant for 409 Main Avenue (Parcel WD-886).\***

## Summary

Property owners Shanna & Lance A Koltz submitted a request to revise Resolution #22-92 approving a façade improvement project and authorizing the disbursement of the grant for 409 Main Avenue. The property owners submitted an application that identified a total eligible project cost of \$37,894 for repairing and replacing the front and rear façades. The estimated cost to complete the work exceeded the total required minimum to receive the maximum grant award based on the building façade length. The owner expended \$24,926 for window and stucco contracted work to repair the front façade and completed several other/non-structural updates on their own (repainting brick, new signage, new planter boxes).

### 409 Main Avenue Façade Grant - Façade Grant Project Estimate (Applicant Submission)

Vendor	Detail	Amount	Eligible	Notes
Green Bay Glass Center, Inc	Glass replacement	\$14,503.00	X	Proposal
Self	Painting (rear)	\$400.00	X	Proposal
Self	Shutters/Window Boxes, Landscaping	\$860.00	X	Proposal
Self	Door Replacements	\$1,528.00	X	Proposal
Green Bay Stucco Repair and Son	Stucco Repair	\$10,423.00	X	Proposal
Self/Awaiting Contractor	Demolition/Façade Removal	\$1,500.00	X	Estimate
Unnamed	Trim Repair/Replacement	\$5,000.00	X	Estimate
Unnamed	Sign Replacement (Front)	\$2,000.00	X	Estimate
Unnamed	Sign Replacement (Rear)	\$1,000.00	X	Estimate
Unnamed	Electrical for exterior improvements	\$680.00	X	Estimate
Unnamed	Roof and Deck Replacement	\$14,933.00		Estimate
<b>Total</b>		<b>\$52,827.00</b>		
<b>Total Eligible</b>		<b>\$37,894.00</b>		
\$1 Investment		\$18,947.00		
\$1 Grant Match (Maximum)		\$10,000.00		
				<b>Grant Maximum</b> <b>\$10,000</b>

Program rules require the applicant to submit all invoices for the stated eligible work and costs totaled in the approval resolution. The applicants would like to receive the grant funds for the work completed to date so they can continue the renovations to the rear of the property; however, staff cannot release the funds due to program rules. Therefore, they are requesting an amendment to the application and approval resolution to remove some of the previously stated costs.

**Completed Work**

*Before*



*After*



**Proposed Revision**

**409 Main Avenue Façade Grant - Façade Grant Project Estimate (Applicant Submission)**

Vendor	Detail	Amount	Eligible	Notes
Green Bay Glass Center, Inc	Glass replacement	\$14,503.00	X	Invoice Paid
Green Bay Stucco Repair and Son	Stucco Repair	\$10,423.00	X	Invoice Paid
	<b>Total</b>	<b>\$24,926.00</b>		
	<b>Total Eligible</b>	<b>\$24,926.00</b>		
	Matching Eligible Investment	\$12,463.00		
	Grant Match (Maximum)	\$10,000.00		<b>Grant Maximum</b>
				<b>\$10,000</b>

**Recommendation**

Recommend approval of the façade grant amendment request for 409 Main Avenue (WD-886) to reduce eligible project costs from \$37,894 to \$24,926. Development Services Staff reviewed the invoices and receipts.

## RESOLUTION #22-92

APPROVING FAÇADE IMPROVEMENT PROJECT AND  
AUTHORIZING DISBURSEMENT OF GRANT  
(409 Main Avenue - Parcel WD-886)

WHEREAS, the Tax Increment District #9 (TID #9 or the District) Project Plan includes city expenditure of funds to property owners within the District in the form of a grant match for eligible façade improvement costs, not to exceed \$10,000.00 per parcel (for building width of 1' to 60'), thereby increasing property values and tax increment during the life of the District; and

WHEREAS, Lance A. and Shanna L. Koltz, the owners of Parcel WD-886, have submitted an application for a façade improvement grant for proposed improvements to both the Main Avenue storefront façade and the rear façade of the building; and

WHEREAS, such application, attached and incorporated as Exhibit A, provides cost estimates for said improvements in the amount of \$52,827.00, with eligible expenses totaling \$37,894.00; and

WHEREAS, this façade improvement project has been reviewed by the Redevelopment Authority which recommends approval of a façade improvement grant in the total amount not to exceed \$10,000.00, subject to the provisions set forth below.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council approves the façade improvement contemplated in Exhibit A, as approved by the Redevelopment Authority, and thanks Lance and Shanna Koltz for their investment in the De Pere downtown.

BE IT FURTHER RESOLVED THAT:

The Director of Development Services or designee (Director) is authorized to approve disbursement of the façade grant in an amount not to exceed \$10,000.00 to Lance A. and Shanna L. Koltz, provided the following conditions are met:

Resolution #22-92  
Page 2 of 2

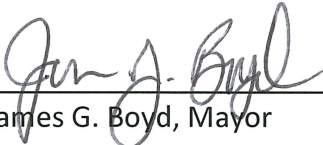
1. Property owner obtains all necessary permits;
2. Property owner submits quotes for all eligible work to be completed;
3. After completion of the improvements, the Director receives copies of paid invoices from property owner showing the project is complete;
4. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes; and
5. Final grant payment to be calculated based upon receipt review pursuant to program requirements.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of December, 2022.

APPROVED:

  
\_\_\_\_\_  
James G. Boyd, Mayor

ATTEST:

  
\_\_\_\_\_  
Carey E. Danen, City Clerk

Ayes: 8

Nays: 0

RDA Approval: 10/24/2022

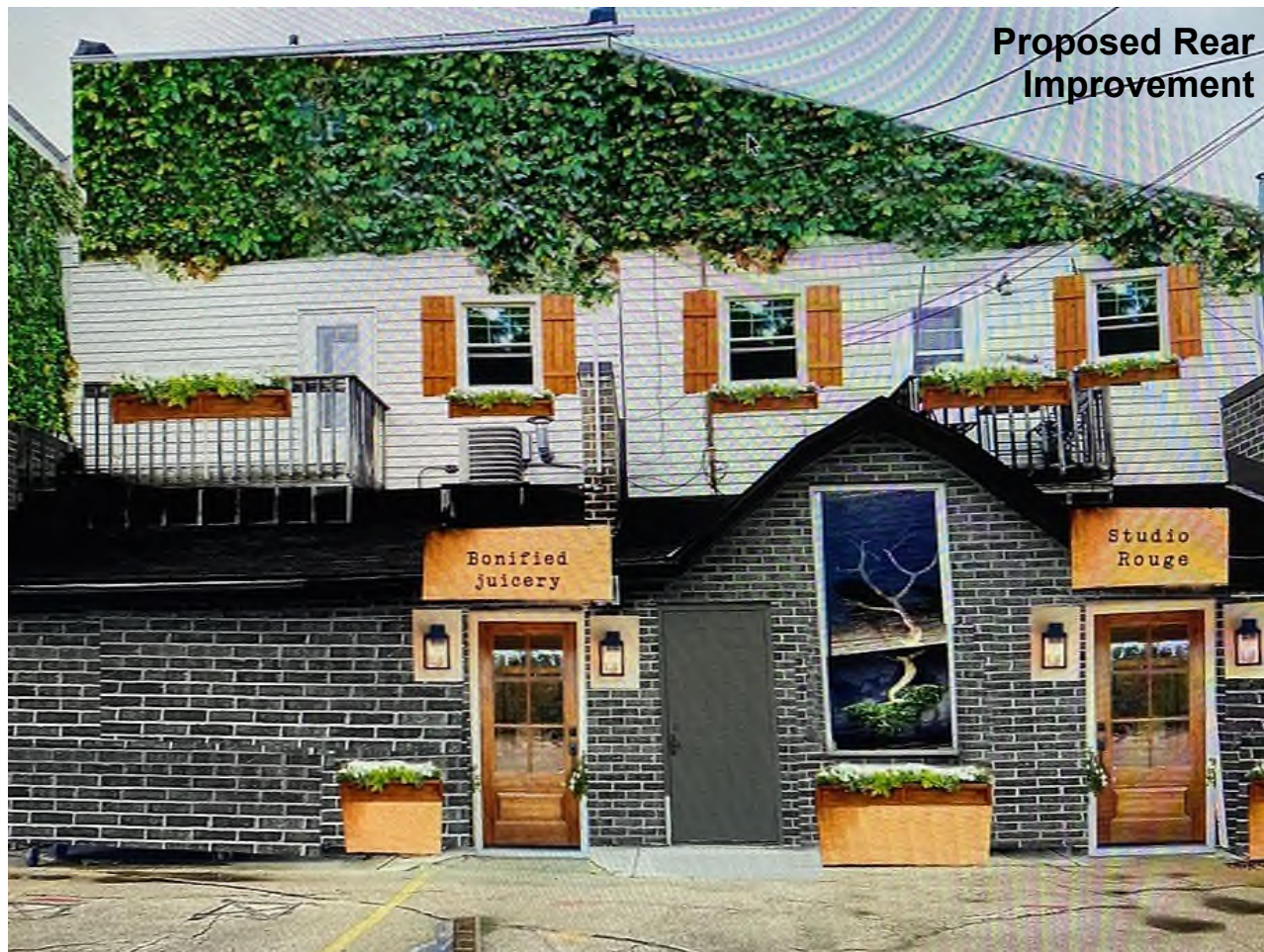
	<b>CITY OF DE PERE</b>  <b>APPLICATION FOR</b> <b>FAÇADE GRANT</b>	<b>Date:</b>
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The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of designated 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) <b>Lance and Shanna Koltz</b>		Authorized Representative <b>Building Owners</b>	
Mailing Address <b>920 Helena St.</b>	City <b>De Pere</b>	State <b>WI</b>	ZIP Code <b>54115</b>
Email Address <b>lkoltz@new.rr.com</b>	Phone Number (incl. area code) <b>920-619-3847</b>	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	
Mailing Address <b>409 Main Ave</b>		City <b>De Pere</b>	State <b>WI</b>
Email Address <b>lkoltz@new.rr.com</b>		Phone Number (incl. area code) <b>920-619-3847</b>	ZIP Code <b>54115</b>
Fax Number (incl. area code)			
SECTION 3: Project or Site Location			
Project Address/Description <b>409 Main Ave. De Pere, WI 54115</b>			Parcel No.
SECTION 4: Project Information			
Project Description:	<b>New look for the outside, restoring windows back to original.</b>		
Estimated Start Date:	<b>10-15-22</b>	Estimated Completion Date:	<b>11-15-22</b>
Existing Façade Photo (attach):	<b>yes</b>	Design Drawing (attach):	<b>yes</b>
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>			
Category	Cost Estimate	Category	Cost Estimate
<b>New Storefront windows</b>	<b>14,503</b>	<b>signage</b>	<b>2K front/ 1K back</b>
<b>Stucco</b>	<b>10,413</b>	<b>Deck/ extras (see attached)</b>	<b>14,933</b>
<b>Trim</b>	<b>5K</b>	<b>See attached</b>	
<b>Total Eligible Expenses:</b>	<b>\$52,817</b>	<b>Requested Grant Amount:</b>	<b>10,000</b>
SECTION 5: Certification and Permission			
<p><b>Certification:</b> 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.</p> <p><b>Permission:</b> 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.</p>			
Name of Owner/Authorized Representative (please print)		Title <b>owners</b>	Phone Number <b>(920)619-3847</b>
Signature of Applicant		Date Signed	

Proposed Rear Improvement



407 and 409 Before



After Front Facade Renovations





**City of De Pere, Wisconsin**

**Request For Redevelopment Authority Action**

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**MEETING DATE:**                    **June 24, 2024**

**DEPARTMENT:**                    **Economic Development**

**FROM:**                                **Daniel Lindstrom**

**SUBJECT:**                            **Discussion on the Future Meeting Schedule of the RDA.**

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