



Redevelopment Authority

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

Regular Meeting

Agenda

Monday, January 22, 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 **January 22, 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://deperacitywi.iqm2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the January 23, 2023 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. Discussion and Overview of the “Deeper Roots - Housing Stock Improvement Program
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)*
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)*

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
Abbey Kleinert & Jared Fink
Susan & Steven Karner



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 22, 2024

DEPARTMENT: Redevelopment Authority

FROM: Kelly Barker

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

ATTACHMENTS:

- RDA_Jan2023_Minutes_Draft (PDF)



Redevelopment Authority

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

Regular Meeting

Draft Minutes

Monday, January 23, 2023

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	Present	
Jerry Henrigillis	Board Member	Present	
Carol Karls	Board Member	Present	
Ted Penn	Chairman	Present	
Lisa VandenAvond	Board Member	Present	
Joe Van Deurzen	Board Member	Present	
Julie Van Straten	Vice Chair	Excused	

Also present: Development Services Director Daniel Lindstrom and members of the public.

- Approval of the minutes of the October 24, 2022 Redevelopment Authority meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Dworak, Henrigillis, Karls, Penn, VandenAvond, Van Deurzen
EXCUSED:	Julie Van Straten

- 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.

- Consideration and Possible Action Regarding a Facade Grant Request for 441 Main Ave (Parcel WD-288), submitted by Mark Rukamp, Alliance Construction & Design on behalf of the property owner. *

Development Services Director Daniel Lindstrom reviewed the facade grant request for 441 Main Avenue. The property is eligible for the maximum grant amount of \$30,000. The proposed scope of work includes enlarging the 1970s storefront windows, adding new windows to the west facade, replacing facade materials, enclosing the former drive-thru and adding new signage. Staff recommended approval of the facade grant request in an amount not to exceed \$30,000 and that the request be forwarded to the Common Council for final approval. Joe Van Deurzen asked if there are living quarters on the second floor. Daniel replied that the owner plans on having living quarters on the second floor, which is allowed in the downtown district. Jerry Henrigillis moved, seconded by Joe Van Deurzen, to open the meeting. Upon vote, motion carried unanimously. Mark Rukamp with Alliance Construction addressed the board. He reported that the building will be used for office and retail space for two primary tenants. Joe Van Deurzen moved, seconded by Jerry Henrigillis, to go back to regular session. Upon vote, motion carried unanimously. Joe Van Deurzen moved, seconded by Carol Karls, to approve the facade grant request for 441 Main Avenue in an amount not to exceed \$30,000 and that the request be forwarded to the Common Council for final approval. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Carol Karls, Board Member
AYES:	Dworak, Henrigillis, Karls, Penn, VandenAvond, Van Deurzen
EXCUSED:	Julie Van Straten

Adjournment

Joe Van Deurzen moved, seconded by Lisa VandenAvond, to adjourn the meeting at 6:21 PM.
Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 22, 2024

DEPARTMENT: Redevelopment Authority

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.



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 22, 2024

DEPARTMENT: Redevelopment Authority

FROM: Daniel Lindstrom

SUBJECT: Discussion and Overview of the “Deeper Roots - Housing Stock Improvement Program”

ATTACHMENTS:

- Housing Program Memo - January 2024 (PDF)
- 1. De Pere Housing Improvement Program Information 2023 (PDF)
- EligibleHomes_01182024 (PDF)

CITY OF DE PERE MEMO



To: Redevelopment Authority
From: Daniel Lindstrom, Development Services Director
Date: January 22, 2024

RE: Discussion and Overview of the "Deeper Roots - Housing Stock Improvement Program"

The City created TID No. 6 as an industrial TID on the west side on March 3, 1998. The TID had a maximum life of March 3, 2021 and was extended for 1 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. Each municipality must identify its affordable housing needs and develop a plan. State law requires a municipality to use the funds for affordable housing and to describe how it will use the funds in its affordable housing extension resolution. In 2021 the City extended the TID and stated at least 75% of the funds received shall be used for affordable housing throughout the community by implementing neighborhood and affordable housing initiatives that included:

- (1) An affordable housing development program to include affordable units, as defined by WHEDA and CDBG limits, in residential or mixed-use developments;
- (2) A second story/upper story activation program to renovate and update units within and around the downtown for affordable units; and
- (3) A housing stock improvement program for those that qualify under the affordable housing program

The City can amend desired programs after receiving the funds provided at least 75% of the funds are used for affordable housing and is stated in a new approval resolution. The City has elected to use 100% of the funds for the affordable housing programs including the attached housing stock improvement program.

Throughout 2023 the Common Council weighed in on a variety of proposed programs through the affordable housing extension and ARPA funds discussion. Last year, the Common Council created the "Deeper Roots - Housing Stock Improvement Program". Applicants shall be reviewed by the RDA recommended to the Common Council for approval, similar to Façade Grants.



Deeper Roots Affordable Housing Stock Improvement Loan Program

Program Overview: The Affordable Housing Stock Improvement Program would be intended to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. Loans would consist of 0% interest over the life of the loan, and act as a deferred second mortgage with no principal 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 sooner. The expectation is that the borrower will preserve sufficient equity to allow for the repayment of the De Pere Housing Stock Improvement Loan at the end of the loan term. At the end of the loan term, the amount of the loan must be repaid in full. 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.

\$500,000 for initial funding of the program; however, the funding should be reviewed and adjusted annually based on utilization or availability of other federal or state funds.

Funding Source: \$400,000 housing affordability funds and \$100,000 ARPA (approved). The first \$100,000 of the program shall be funded from ARPA.

General Program Requirements:

Funds may be used to make upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated features, 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 roofing, water heaters, and fixtures will not be funded.

Eligibility Requirements: Owner-Occupied Single-Family Home:

Homes must be occupied by the funding applicant as the owner for no less than two (2) years after the time improvements are made and the program is limited to those making 100% or less than the area county median income reported by US Department of Housing and Urban Development (HUD). The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

2023: Brown County Median Qualifying Incomes (100% of County Median Income)

1 Person: \$66,690	5 Persons: \$103,200
2 Persons: \$76,400	6 Persons: \$110,800
3 Persons: \$86,000	7 Persons: \$118,500
4 Persons: \$95,500	8 Persons: \$126,100

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 100% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 100% of the median assessed value of residential property in De Pere. This determination will be based on the most recent figure, at the time of the loan application, from the City of De Pere assessment data or the US Census Bureau. For example, on January 1, 2023, the median assessed value of an owner-occupied single-family residential property was \$250,400.

Full Program details are attached to this memo.



“DEEPER ROOTS”
**Housing and Affordable Housing Stock
Improvement Loan Program**

City of De Pere, Wisconsin

**Development Services Department
June 2023**

A. Summary Description

The City of De Pere’s Deeper Roots Housing Stock Improvement Program intends to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. The program was created by the City of De Pere and is administered by the City of De Pere Development Services Department. This program will work to achieve the goals outlined in the City of De Pere Comprehensive Plan. Establishing such a program will work to achieve the Comprehensive Plan’s Housing Goal Statement by “Providing an adequate supply of affordable housing for individuals of all income levels throughout each community.”

Nearly 47% of De Pere’s housing stock was constructed before 1980 and although many homes have been well maintained, many of the older housing stock no longer meets the needs of today’s households, particularly young families with children. The program will make De Pere a more affordable option for existing owners by removing the cost burden of necessary upgrades and may attract homebuyers who are looking to use the upgrades as a way to customize the home to their specific needs and wants.

Funds from the program will be available in the form of a deferred second mortgage loan with 0% interest over the 10-year life of the loan. Program funds will be funded through the use of TIF funds from the closure of TID No. 6 and any future TIDs along with any funding made available from the City and City Partners. Important by-products resulting from home improvements made through this program include the sustaining of a school-age population of children, improving the energy efficiency of the city’s housing stock, stabilizing the city’s tax base, and building and enhancing community capacity and aesthetics.

The total funding allocation for the Deeper Roots Affordable Housing Stock Improvement Program is \$500,000, of which \$100,000 is funded through the City’s allocation of American Rescue Plan Act (ARPA) funding and \$400,000 from the Affordable Housing Fund.

B. Eligibility Requirements

Eligible applicants include those purchasing or residing in a home within the City of De Pere and looking to make substantial system or structural improvements to the home to enhance its efficiency and bring it to modern standards.

Owner-Occupied Single-Family Home:

Homes must be occupied by the funding applicant as the owner for no less than two (2) years after the time improvements are made and the program is limited to those making 100% or less than the area county median income reported by US Department of Housing and Urban Development (HUD). The household’s housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

2023: Brown County Median Qualifying Incomes (100% of County Median Income)

1 Person: \$66,690	5 Persons: \$103,200
2 Persons: \$76,400	6 Persons: \$110,800
3 Persons: \$86,000	7 Persons: \$118,500
4 Persons: \$95,500	8 Persons: \$126,100

C. Eligible Properties

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 100% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 100% of the median assessed value of residential property in De Pere. This determination will be based on the most recent figure, at the time of the loan application, from the City of De Pere assessment data or the US Census Bureau. For example, on January 1, 2023, the median assessed value of an owner-occupied single-family residential property was \$250,400.

D. Eligible Uses of Loan Funds

Many of the older existing homes in the near downtown neighborhoods in the City of De Pere are smaller in size and could be considered less desirable to new home purchasers looking for more living space. Therefore, program funds may be used for the addition of living space. Please note that funds may only be used for improvements made on the primary housing structure 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.

All decisions regarding loan fund disbursements, loan eligibility, and the uses of loan funds will be made by the City of De Pere in its sole discretion.

Applicants must obtain up to three quotes from contractors for the proposed scope of work. The property owner will select which contractor they would like to complete the project and the final paperwork must be signed by all parties prior to work commencing. The owner is not required to select the lowest bidding contractor.

E. Loan Terms and Conditions

Loans will consist of 0% interest over the 10-year life of the loan, and act as a deferred second mortgage with no principal or payments due until after five (5) years following the award of the loan, at which the monthly loan amortization payment would initiate until the close of the loan or at sale (or refinancing) of the home, whichever comes sooner. The expectation is that the borrower will preserve sufficient equity to allow for the repayment of the De Pere Housing Stock Improvement loan after the initial 5 years. At the end of the loan term, the amount of the loan must be repaid in full. The City will notify the applicant 1-year prior to the first loan payment date.

The maximum amount of any loan award will be \$20,000 or 50% of the total improvement cost, whichever is less.

Applicants may work with financial institutions to cover the balance of home improvement costs not covered by the loan. Construction on improvements must begin within thirty (30) days of loan approval and shall be completed within 1 year of the start of construction. The applicant shall submit documentation of all mortgages or liens on the property with their formal application. The City of De Pere staff or designee will keep a record of the dates of loan approval and the start of construction. The De Pere City staff shall provide a letter authorizing the subordination of this improvement mortgage to the existing mortgage holders in the event the homeowner/applicant wishes to refinance. The De Pere City Staff reserves the right to take and use photographs, as well as develop project summaries of improvements for publicity purposes.

F. Process

1. Submit the completed application form, with necessary attachments, to the Development Services Department. The Redevelopment Authority will act on complete applications within sixty (60) days. Depending upon the project, the applicant may need to also seek Zoning Administrator and/or Plan Commission design review concurrent with Redevelopment Authority review. A separate application form must be completed if a site plan or design review is necessary for a project. Applications that include exterior work must apply for a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if the home is located within a historic district or is designated as a historic structure. The Senior Planning/Zoning Administrator and/or Building Inspection Division may be consulted to determine whether a design review and/or Certificate of Appropriateness is required.
2. Upon all necessary committee and staff approvals, the applicant or contractor prepares final plans, cost estimates, and construction schedules, which must be submitted to the Building Inspection Division for review and issuance of a building permit. All applicants must submit a signed statement certifying availability and source of matching funds. If the final plans are not substantially similar to plans approved by staff or any necessary committees additional review will be required.
3. The Building Inspection Division will send a letter or permit to the applicant upon approval of the building plans.
4. Upon commitment of the applicant's matching funds, the property owner enters into an agreement with the contractor to do the work and the contractor obtains the necessary permits (application approval does not release the applicant from obtaining all relevant building permits).
5. The Common Council and applicant approve the loan agreement outlining the terms of the agreement including the proposed scope of work approved by the Building Inspection Division.
6. Appropriate documentation, such as invoices, must be submitted to the Development Services Department for documentation.
7. The City and the Applicant complete the loan approval and transfer funds.

The City reserves the right to amend the process for large renovation projects that could require multiple months with contractor draw requests.

G. Questions and Contacts

City of De Pere
ATTN: Daniel J Lindstrom
335 S. Broadway
De Pere, WI 54115
Email: dlindstrom@deperewi.gov

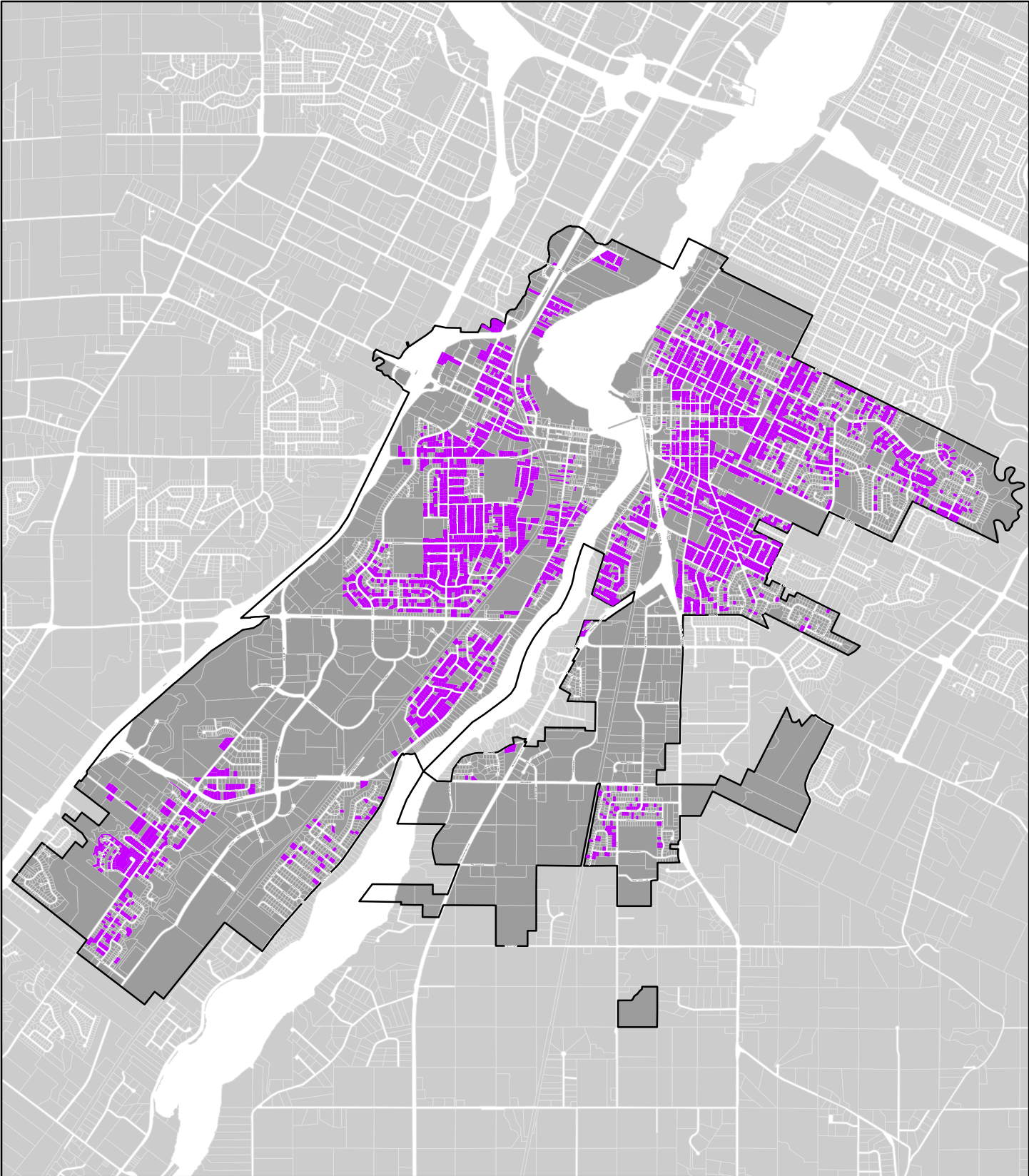




Exhibit A

-  Homes (Assessed Value <\$250,400 *2023 Tax Year)
-  City of De Pere

1 inch = 4,500 feet



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This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map. KLV 5/19/23 \GIS_Planning Projects



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 22, 2024

DEPARTMENT: Redevelopment Authority

FROM: Daniel Lindstrom

SUBJECT: 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)*

ATTACHMENTS:

- (DR-2401) Kleinert-Fink Review Memo 01222024 (PDF)
- Subject Map - 120 S Ontario St (PDF)
- Kleinert & Fink (1) (PDF)
- GC_quote (PDF)

CITY OF DE PERE MEMO



To: Redevelopment Authority
From: Daniel Lindstrom, Development Services Director
Date: January 22, 2024

RE: Consideration and Possible Action on the Housing Stock Improvement Loan for Abbey Kleinert and Jared Fink, property owners at 120 S Ontario Street, De Pere WI 54115*

Background:

The City received the Housing Stock Improvement Program Loan application on November 25, 2023, from Abbey Kleinert and Jared Fink, property owners at 120 S Ontario ST.

The applicant is underway with an exterior addition to the original structure to add more space for their family and make it a two-bathroom home. The applicant began work on the structure in July of 2023 before they were aware of the program funds. They have since put the project on hold while the final program materials were being generated and finished in October/November of 2023. The applicant completed general framing, electrical, HVAC, and other work to the structure and exterior that totals over the minimum \$40,000 required to qualify for the \$20,000 maximum loan amount. The applicant provided the attached cost quote and existing expenses for the proposed work. The property owner proposes the following exterior improvements to update the façade.



- Proposed Scope of Work**
- 1) Addition adds an upstairs bathroom to make it a 2 full-bath home with one upstairs by bedrooms and one downstairs, and an extension of the kitchen on the first floor below the upstairs bathroom addition.
 - 2) Fix the water flooding issue in the basement by digging a new foundation under the addition creating better drainage and installing a sump pump.
 - 3) Replace the old and rotting deck

Applicants: Abbey Kleinert and Jared Fink

Location of Home: 120 S Ontario Street

Number of Bedrooms: 3

Age of Structure: 123 Years

Owner Occupied: Yes

Household Size: 3

Own Home/Purchasing: Owned – 2 Years, 1 Month (purchased 12/8/2021)

Received multiple Quotes: Yes

Uses of Funds Cost Summary: The total cost for structural and exterior improvements is \$89,283. The costs associated with interior finishes are not initially included in the eligible expenses as they can be swapped out with greater ease than structural elements or other exterior improvements.

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.

Cost Detail:

120 S Ontario St Housing Stock Improvement Project Estimate (Applicant Submission)

Vendor	Detail	Budget	Eligible	Notes
Exterior				
Expedite Development GC	Vinyl Siding	\$8,765	Yes	
Expedite Development GC	Entry Landing and Back Deck	\$12,400	Yes	
Expedite Development GC	Final Grading	\$1,200	Yes	
Expedite Development GC	Prior - Framing/Complete new roof	\$66,918	Yes	Prior Cost
Expedite Development GC	Prior - Electrical			Prior Cost
Expedite Development GC	Prior - HVAC			Prior Cost
Expedite Development GC	Prior - Basement Flooding/Foundation and Sump Pump			Prior Cost
Expedite Development GC				
Interior				
Expedite Development GC	Plumbing and Updates to existing plumbing	\$7,200	Yes	
Expedite Development GC	Flooring	\$4,600	No	
Expedite Development GC	Bathroom Tile	\$6,800	No	
Expedite Development GC	Bathroom Vanity	\$650	No	
Expedite Development GC	Tub Platform	\$1,320	No	
Expedite Development GC	Finish Carpentry	\$4,280	No	
Expedite Development GC	Pine Carsiding on slopped ceilings	\$3,630	No	
Expedite Development GC	Painting	\$2,840	No	
		Total		
		\$120,603.05		
		Total Eligible Cost		
		\$89,283.05		
		<small>The maximum amount of any loan award will be \$20,000 or 50% of the total improvement cost, whichever is less.</small>		
		\$44,641.53		
				Loan Maximum
				\$20,000

Current Property Value: \$241,400 (Eligible)

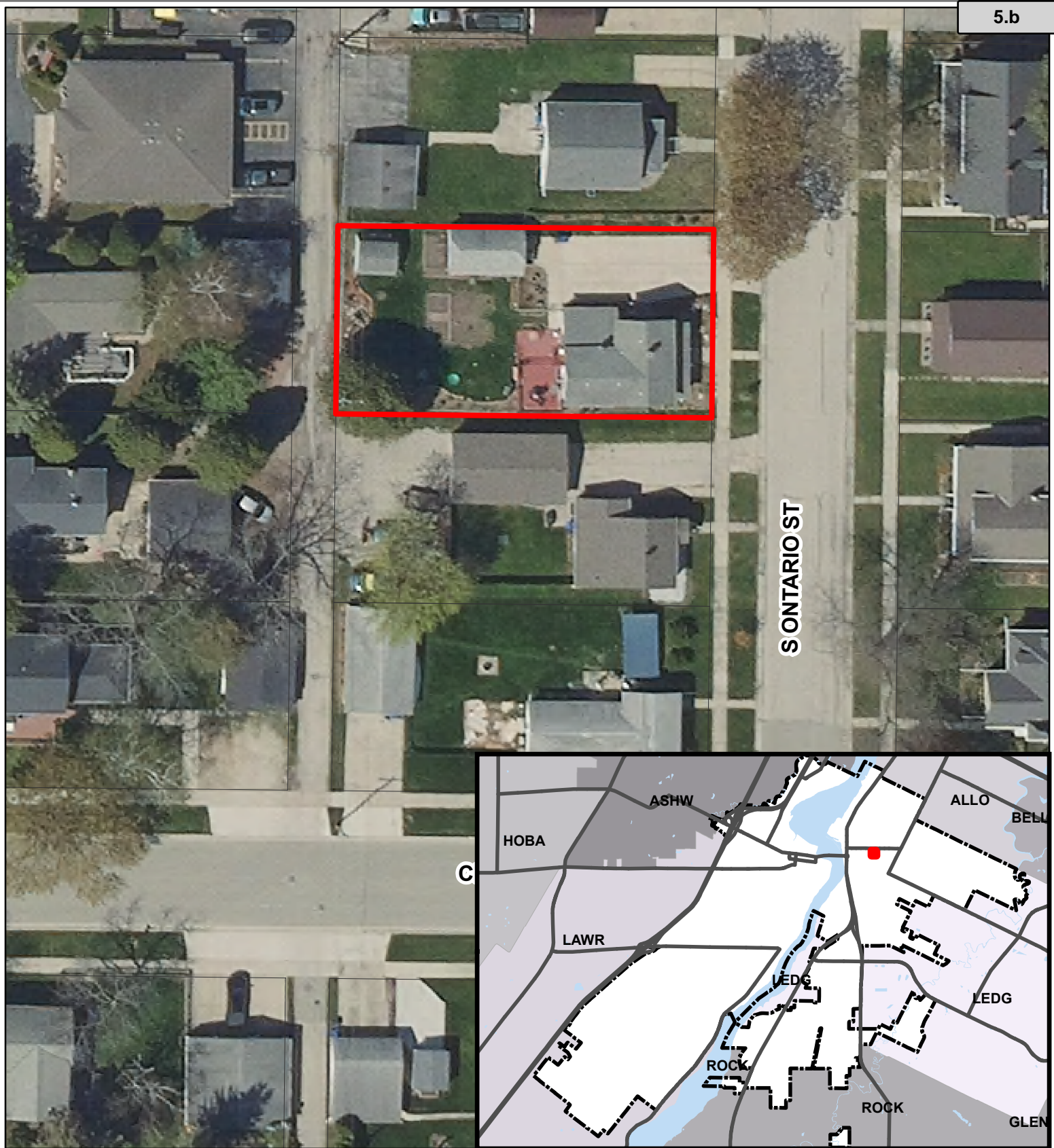
Existing Loan and Debt: Reported and projected loans to value is 49.9%

Current Property Funding: The applicant is eligible and is requesting a \$20,000 grant based on their proposed scope of work. This is the first request in 2024 under the Deeper Roots Housing Stock Improvement Program. The remainder of the project is funded through a Home Equity Line of Credit (HELOC) to be refinanced into a mortgage.

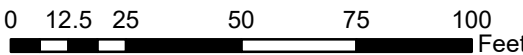
Recommendation: The applicant is requesting a deviation from the program rules to allow the costs expended after the program was created but before the program applications were finalized to count towards the eligible expenses.

Staff recommends approval of the loan request for 120 S Ontario Street (ED-1097), in an amount not to exceed \$20,000.00, to be funded from the ARPA funding, and that the recommendation be forwarded to Council, subject to the following conditions:

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



120 S Ontario St
City of De Pere



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

File Path:

Data Source:

DRAWN BY	JAJ
DATE	1-24-2023
REVISION	BY
2-2-2023	JAJ
3-20-2023	JAJ
5-3-2023	JAJ
5-5-2023	JAJ
5-10-2023	JAJ

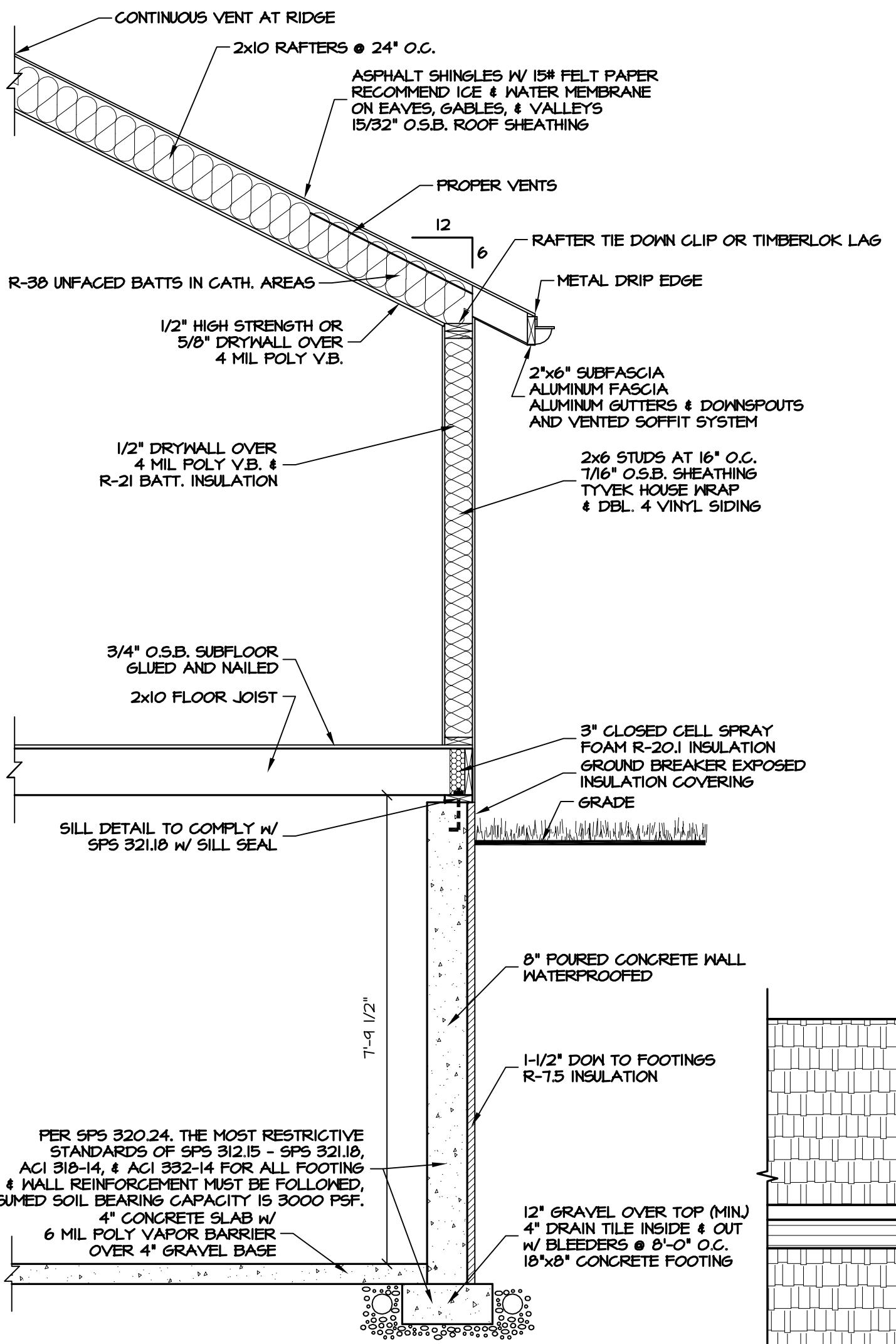
DISTRIBUTORS - FABRICATORS
 3303 MENASHA AVENUE
 MANITOWOC, WI 54220
 PH: 920-662-0143
 FAX: 920-662-0384

BRAUN
 BUILDING CENTER

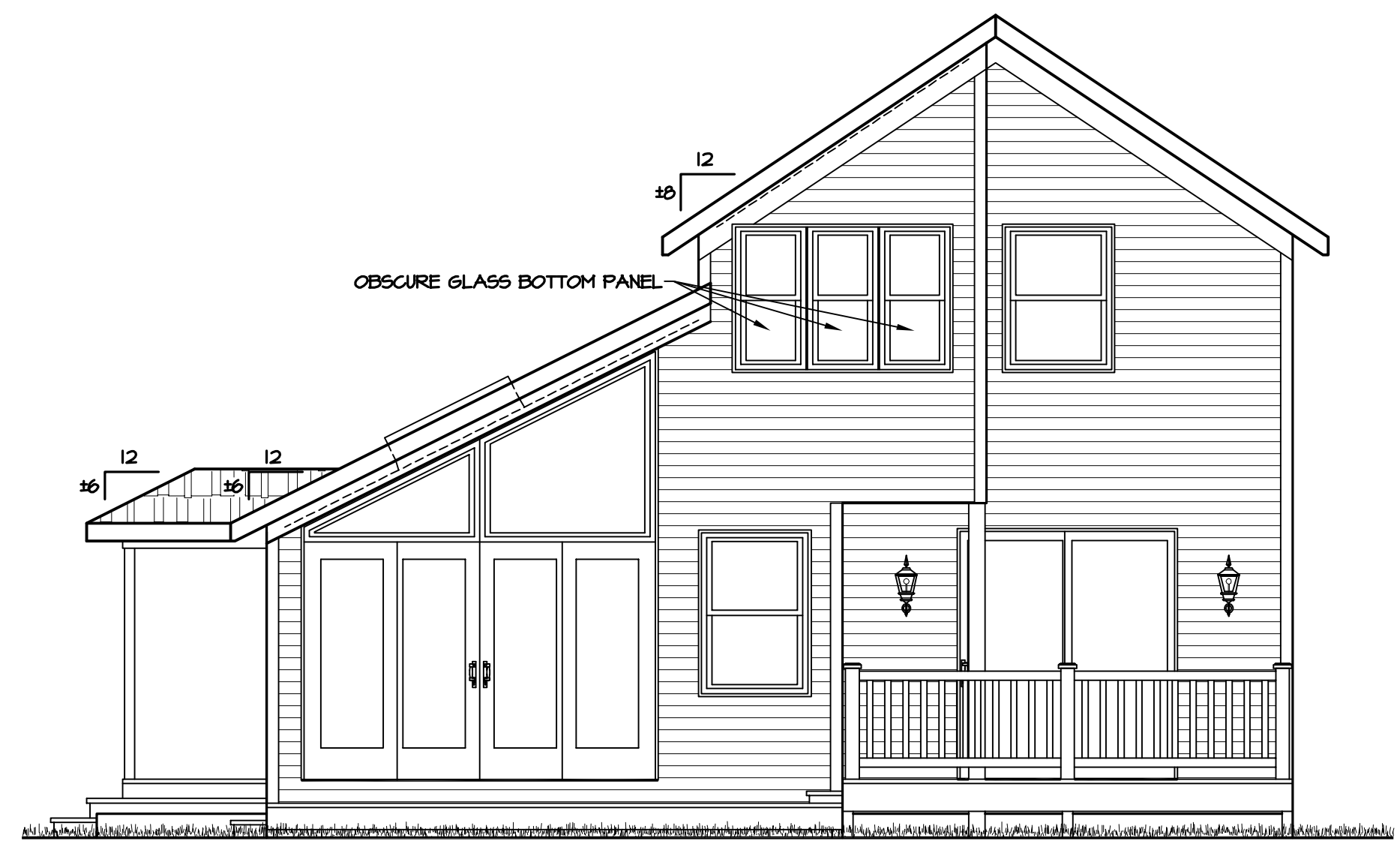
ABBEY KLEINERT & JARED FINK
 120 SOUTH ONTARIO, DEPERE WI.

-NOTE-
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE CONSTRUCTION OF THE PROJECT. THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS BE RESPONSIBLE FOR THE SAME.

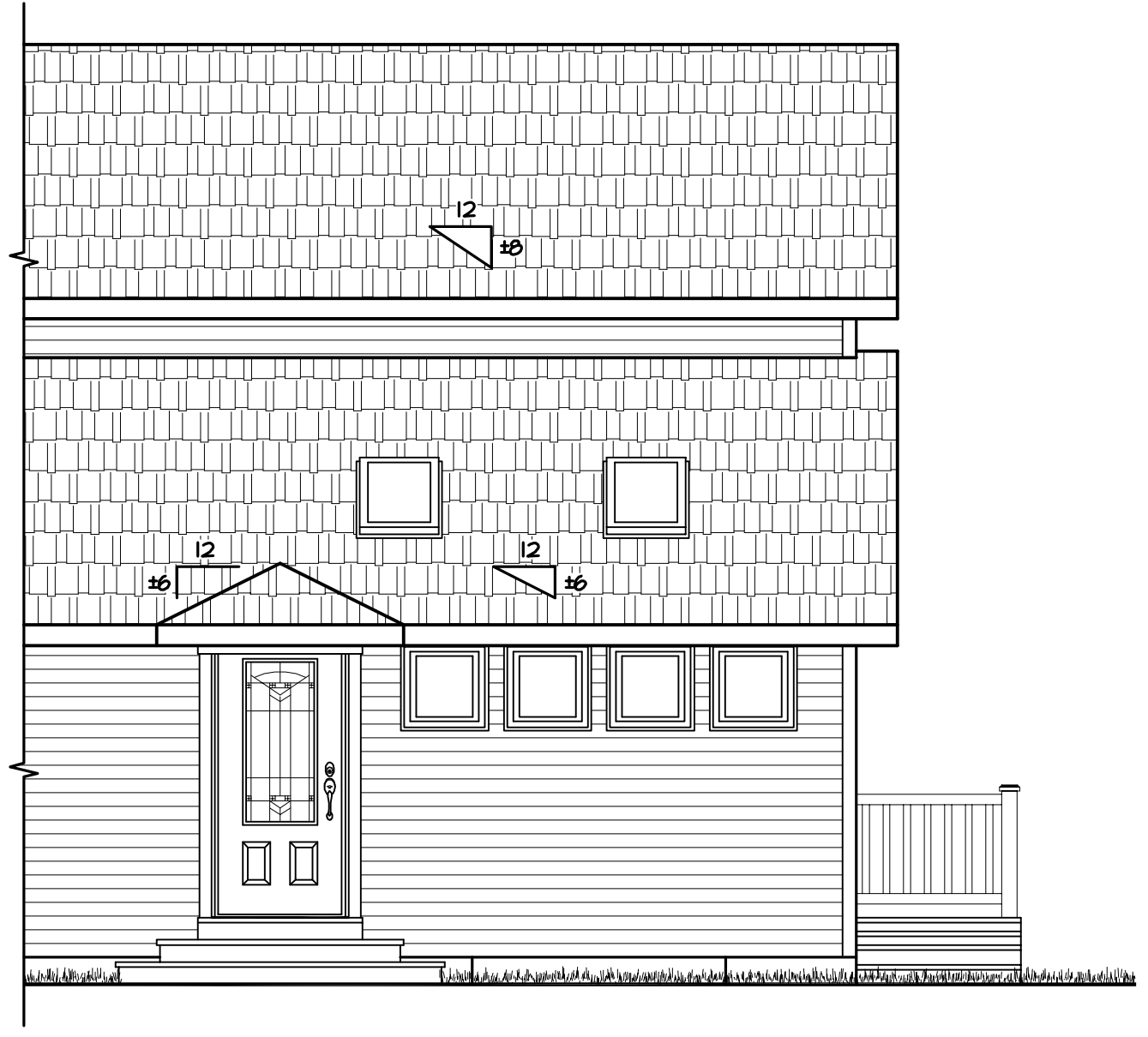
DRAWING NUMBER



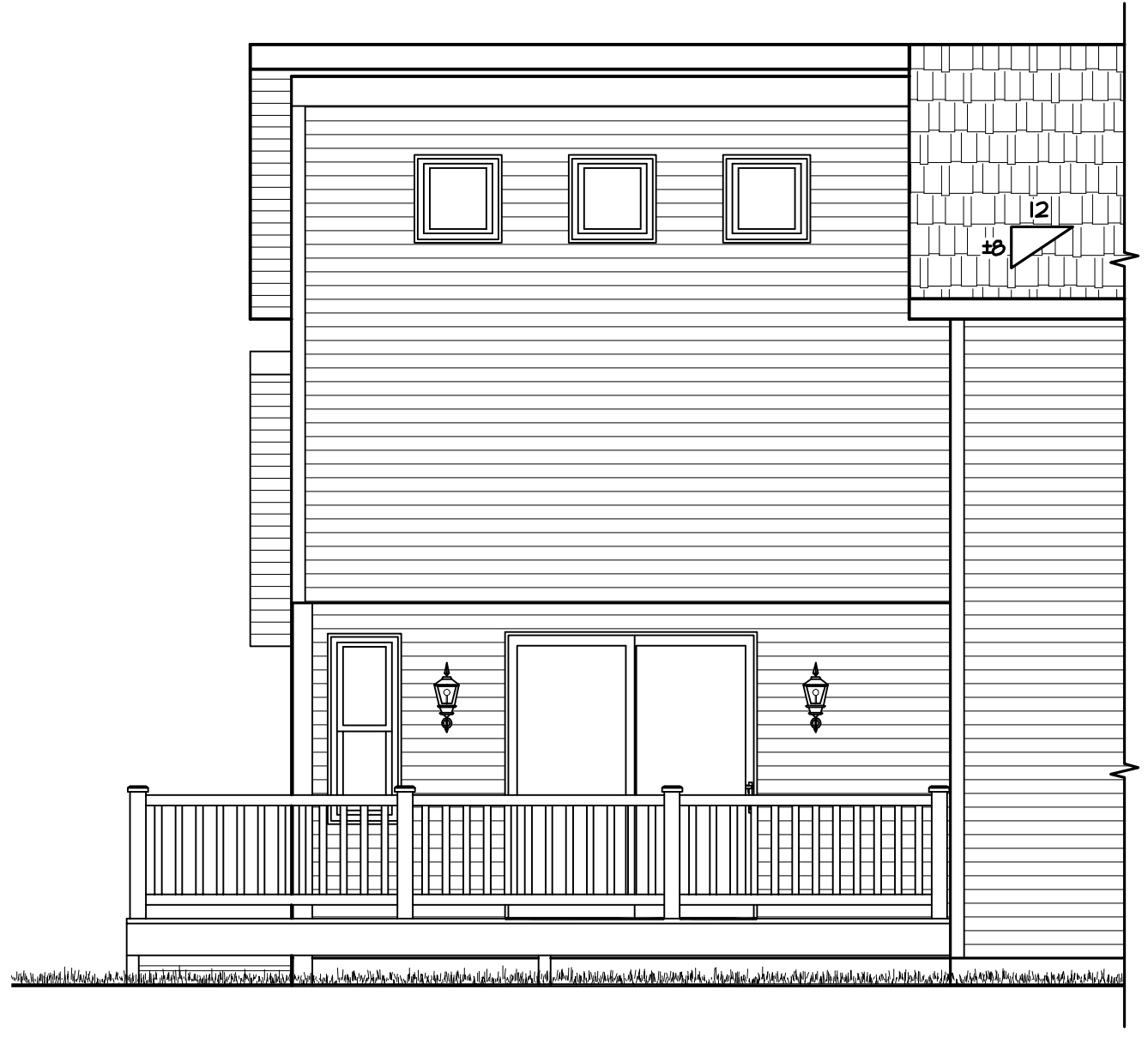
BUILDING SECTION
 SCALE: 1/2" = 1'-0"



REAR ELEVATION
 SCALE: 1/4" = 1'-0"

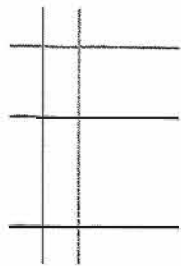


RIGHT ELEVATION
 SCALE: 1/4" = 1'-0"



LEFT ELEVATION
 SCALE: 1/4" = 1'-0"

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EXPEDITE DEVELOPMENT

ARCHITECTURE | GENERAL CONSTRUCTION | CONSTRUCTION PROPERTY MANAGEMENT

1/17/2024

Jared Fink and Abbey Kleinert
120 S. Ontario
Deperre, WI 54115

RE: proposal to complete home addition per plan dated 3-20-23

Exterior:

Vinyl siding	8,765.00
Entry landing, back deck	12,400.00
Final grading	1,200.00

Interior:

Bathroom Plumbing	7,200.00
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Proposal is good for 45 days

Thank you for the
opportunity! Kevin

PHONE

920-901-5980

FAX

920-775-4557

EMAIL

kevin@expeditemanagement.com

21135 Hwy 151
Valders WI 54245

www.expeditedevelopment.com



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 22, 2024

DEPARTMENT: Redevelopment Authority

FROM: Daniel Lindstrom

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

ATTACHMENTS:

- (DR-2402) Karner Review Memo 01222024 (PDF)
- Subject Map - 903 Jordan (PDF)
- Karner - Quotes (PDF)

CITY OF DE PERE MEMO



To: Redevelopment Authority
From: Daniel Lindstrom, Development Services Director
Date: January 22, 2024

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

Background:

The City received the Housing Stock Improvement Program Loan application on December 29, 2023, from Susan and Steve Karner, property owners at 903 Jordan Road.

The Applicant proposed to remove the existing siding on the home and partially attached garage and replace it with board and batten siding, new fascia and soffit, trim exterior windows, and add a new exterior door to the rear of the structure. The applicant provided the attached cost quote and existing expenses for the proposed work. The property owner proposes the following exterior improvements to update the façade.



Proposed Scope of Work 1) Façade improvements. Remove all siding and replace with board and batten style along with insulated vinyl siding. Replace OSB on the attached garage, install new soffit and fascia, install white aluminum porch ceiling, wrap brick window molding to weather protect, add new exterior to rear of garage/house.

2) Replace the front steps and add front 14' wide front porch behind the required setbacks.

Applicants: Susan and Steven Karner

Location of Home: 903 Jordan Road

Number of Bedrooms: 4

Age of Structure: 71 Years

Owner Occupied: Yes

Household Size: 2

Own Home/Purchasing: Owned – 31 Years

Received multiple Quotes: Yes

Uses of Funds Cost Summary: The total cost for structural and exterior improvements is \$58,426.

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.

Cost Detail:

903 Jordan Road Housing Stock Improvement Project Estimate (Applicant Submission)

Vendor	Detail	Budget	Eligible	Notes
Exterior				
Exterior Designs LLC	Façade/Exterior Siding Improvements	\$46,304	Yes	
Exterior Designs LLC	Front Porch Installation	\$12,122	Yes	
Interior				
		Total	\$58,426.00	
		Total Eligible Cost	\$58,426.00	
		<small>The maximum amount of any loan award will be \$20,000 or 50% of the total improvement cost, whichever is less.</small>	\$29,213.00	
				Loan Maximum
				\$20,000

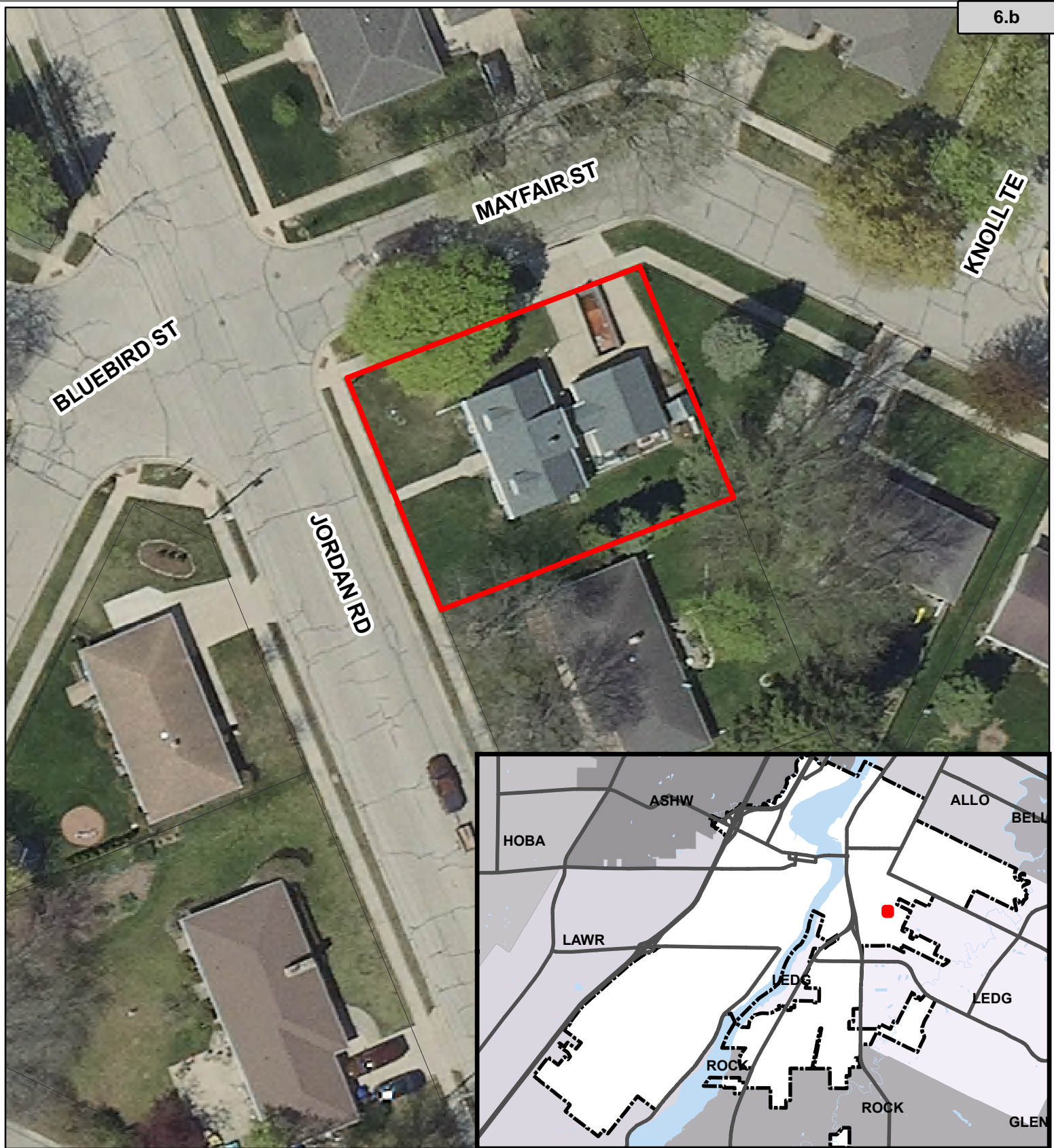
Current Property Value: \$212,200 (Eligible)

Existing Loan and Debt: Reported and projected loans to value is 67.8%

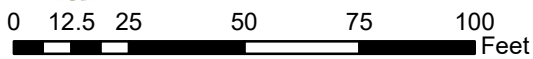
Current Property Funding: The applicant is eligible and is requesting a \$20,000 grant based on their proposed scope of work. This is the second request in 2024 under the Deeper Roots Housing Stock Improvement Program. The remainder of the project is funded through a Home Equity Line of Credit (HELOC) and mortgage.

Recommendation: Staff recommends approval of the loan request for 903 Jordan Road (ED-663-26), in an amount not to exceed \$20,000.00, to be funded from the ARPA funding, and that the recommendation be forwarded to Council, subject to the following conditions:

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



903 Jordan RD
City of De Pere



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

File Path:

Data Source:

PROPOSAL

EXTERIOR

DESIGNS LLC

Windows - Siding - Doors

1016 Grosse Road
Little Suamico, WI 54141
ph: 920.826.2210
f: 920.826.2213

brian@exteriordesignsllc.com
www.exteriordesignsllc.com

long board

SUBMITTED TO:

Name STEVE & SUSAN KARNER Date 08/16/23

Street 903 JORDON RD

City DE PERE State WI Zip Code 54301

Home Phone 920-401-6074

Work Phone(s) _____

Customer Email _____

APPROXIMATE TIME FROM START TO COMPLETION: SPRING - 2024 Weeks from Deposit
ED to deliver and install as follows: REMOVE OLD SIDING ON HOME AND GARAGE, AND DISPOSE OF IT.

INSTALL SIDING AS STATED IN ADDENDUM TO PROPOSAL - INSTALL
1/2 OSB BOARD TO GARAGE. INSTALL CRANE SIDING BY ROYLE INSTALL
BOARD & BATTEN COLOR OCEANSIDE, TO FRONT TWO DOORS EXCEPT GABLE DOORS.

+ LEFT & RIGHT GABLES ON HOME AND FRONT & BACK OF GABLES ON GARAGE
AND BACK SIDES OF REAR DOOR.

DIVIDE GABLES BY INSTALLING A FREEZE BOARD WRAPPED WITH CUSTOM BEAT
WHITE ALUMINUM. FRONT DOORS ALSO FREEZE BOARD TO DIVIDE LOWER BOARD AND
BATTEN AND GABLE TRIPLE SIX. ALL OTHER WALLS TO BE HORIZONTAL TO BE
TRIPLE SIX INSULATED COLOR REGATTA. HOME AND GARAGE CORNERS
TO BE WHITE. FRONT DOORS CORNERS WHITE FRONT DOOR GABLES TO

BE TRIPLE SIX SIDING. INSTALL SOFFIT & FASCIA TO HOME AND
GARAGE. INSTALL WHITE ALUMINUM PORCH CEILING TO BREEZEWAY COLOR WHITE
WRAP BRICK MULLING ON BACK PICTURE WINDOW AND TWO D/HUNG UP
SOFFIT BED ROOM. CUT IN OPENING FOR EIA BACK OF GARAGE WHERE WINDOW
IS NOW. DOOR OPENING. 36 x 80 \$46,304 -

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications - for the sum of:

Dollars (\$) _____
Payment to be made as follows: 1/2 DOWN BEFORE ORDER
BALANCE DUE WHEN JOB IS DONE

Authorized Signature _____
NOTE: This proposal may be withdrawn by us if not accepted within _____ days.
Credit card purchases add 4%.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.
Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate. This is to include, but is not limited to, hidden damages that are uncovered during the course of the job and additional work required by local building inspectors or buyer.
All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. Upon request, lien waivers can be furnished to buyers. Buyer will furnish any applicable building permit.
You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be in writing.
1. Exterior Designs LLC has my permission to place a yard sign on my property and to use my name to solicit business.
2. Buyer understands that the balance due will be paid at time of completion of primary work. If service work is needed to follow-up primary work, Exterior Designs LLC guarantees completion.
initials _____

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.

Signature _____ Date _____ Signature _____ Date _____

PROPOSAL

6.c

Page No. 2 of Pages 2

EXTERIOR

DESIGNS LLC

Windows - Siding - Doors

1016 Grosse Road

Little Suamico, WI 54141

ph: 920.826-2210

f: 920.826.2213

brian@exteriordesignsllc.com

www.exteriordesignsllc.com

SUBMITTED TO:

Name Susan Turner

Date 08/16/23

Street 903 JORDON RD

City DE PERE

State WI Zip Code 54115

Home Phone 920-401-6074

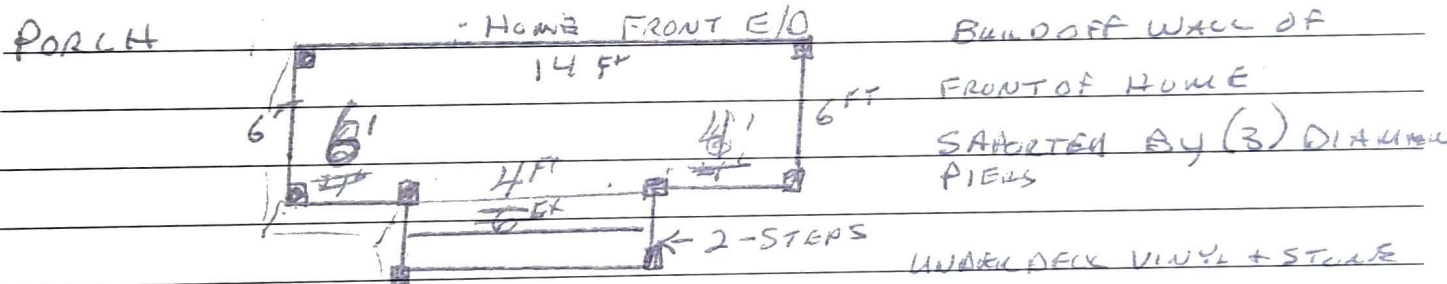
Work Phone(s)

Customer Email

APPROXIMATE TIME FROM START TO COMPLETION: SPRING 2024 Weeks from Deposit

ED to deliver and install as follows:

SCALE DOWN OLD CEMENT + BRICK FRONT PORCH AND DROP INSIDE OLD PORCH SO THAT TOP OF 2x6 BOARDS WILL DROP DOWN 4 INCHES UNDER STORM DOOR.



ALL OUTSIDE WALLS TO CLOSE WITH TREATED BOARDS.

This proposal does not include: DECK AND STAIR RAILING + POSTS - FAIRWAY A210

ALL WHITE ALUMINUM \$11,915 =
207 - 0 FT RAIL
5/12, 122 -

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications - for the sum of:

Dollars (\$)

Payment to be made as follows: DOWN BEFORE ORDER
BALANCE DUE WHEN JOB IS DONE

Authorized Signature

NOTE: This proposal may be withdrawn by us if not accepted within ____ days.
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initials _____

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Signature

Date

Signature

Date

Packet Pg. 29