



Redevelopment Authority

Regular Meeting

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

Agenda

Monday, November 27, 2017	6:00 PM	De Pere City Hall Council Chambers
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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 **November 27, 2017** 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 September 25, 2017 Redevelopment Authority meeting.
3. Review Proposed Facade Grant Design Guidelines *
4. Review 363 Main Ave. Facade Grant Application *

Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 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
Saks Holdings, LLC

City of De Pere, Wisconsin



Request For Redevelopment Authority Action

MEETING DATE: November 27, 2017

DEPARTMENT: Redevelopment Authority

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the September 25, 2017 Redevelopment Authority meeting.

ATTACHMENTS:

- RDA_Sep2017_Minutes_Draft (PDF)



Redevelopment Authority

Regular Meeting

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

Draft Minutes

Monday, September 25, 2017

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	Absent	
Carol Karls	Board Member	Present	
Bill Komsi	Board Member	Present	
Ted Penn	Chairman	Present	
Joe Van Deurzen	Board Member	Present	
Julie Van Van Straten	Vice Chair	Present	

Also present: Economic Development & Planning Director Kim Flom.

2. Approval of the minutes of the August 28, 2017 Redevelopment Authority meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carol Karls, Board Member
SECONDER:	Joe Van Deurzen, Board Member
AYES:	Karls, Komsi, Penn, Van Deurzen, Van Straten
ABSENT:	Jerry Henrigillis

3. Review Proposed Facade Grant Design Guidelines *

Planning and Economic Development Director Kim Flom provided an overview of the Facade Grant program and its current guidelines. At the request of board members at last month's meeting, staff has provided some ideas for possible additional guidelines to aid in clarification and improve efficiency. Staff is proposing that after the RDA finalizes these updated guidelines, they be forwarded to the Common Council for approval.

After discussion, the group identified the following items:

- 1) They determined that retroactive applications should not be accepted, because doing so removes the opportunity to provide input and guidance towards historical renovations. They requested that the Main Street Program guidelines adopted by Definitely De Pere and the Common Council be incorporated into the Facade Grant guidelines. Board members would like to encourage increased marketing to property owners in order to eliminate the need for retroactive applications. Discussion followed regarding the need for flexibility in scenarios where a retroactive application may be necessary.
- 2) Architectural designs that favor historic renovation should be listed as a program objective.
- 3) Any personal property that could be removed from the building (such as a security system) should be made an ineligible expense.
- 4) Roof replacement that benefits the look of the overall project should be an eligible expense. Roof replacement should be removed from ineligible expenses.
- 5) Awnings are eligible expenses as long as they are decorative with no business-specific signage or branding.
- 6) 25% match to be corrected to 20%.

Carol Karls inquired if the Facade Grant program could be extended to properties outside of the TID. Kim explained that the Facade Grant program is funded by the TID; therefore, only properties within the TID district can apply for the grant. She stated that

the BID Board and Common Council could choose to allocate funds toward the Facade Grant program for buildings that are within the BID District but not located within a TID. Discussion followed regarding the \$10,000 cap, using funds for any side of the building, scale of a building requiring a larger cap, etc.

Joe Van Deurzen moved, seconded by Julie Van Straten, to hold the agenda item so that staff can draft updated guidelines including the items listed above, and bring back to the October meeting for review. Upon vote, motion carried unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Julie Van Van Straten, Vice Chair
AYES:	Karls, Komsi, Penn, Van Deurzen, Van Straten
ABSENT:	Jerry Henrigillis

4. Review Facade Grant Application for 353 Main Avenue *

Planning and Economic Development Director Kim Flom explained that the application contains two parts: the first is a proposal to remove the existing awning from the front facade and restore the historic transom windows underneath. The applicant has not yet obtained cost estimates, and is simply asking the RDA to approve the concept at this time if board members are interested in the project. The second request is for consideration of retroactive funding for a pergola and hardscaping that has already been completed at the rear of the building. The RDA approved a facade grant for this address in 2015 which included rear facade work, but the pergola was not part of that original proposal. Joe Van Deurzen moved to deny the request for reimbursement for the pergola; the motion failed for lack of a second. Discussion followed and Kim answered questions from the board. Joe Van Deurzen moved, seconded by Ted Penn to approve the concept of the first request regarding the transom windows, requiring the applicant to return to RDA with detailed cost estimates before forwarding the request to Council, and to deny the second request for funding for the pergola. Upon vote, motion carried unanimously.

Adjournment

Joe Van Deurzen moved, seconded by Bill Komsi to adjourn the meeting at 6:57 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin



Request For Redevelopment Authority Action

MEETING DATE: November 27, 2017

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Review Proposed Facade Grant Design Guidelines *

ATTACHMENTS:

- Facade Grant Guidelines Revised (DOCX)

City of De Pere MEMORANDUM



To: Redevelopment Authority
From: Kimberly Flom, Economic Development & Planning Director
Date: November 27, 2017

RE: **Revised Façade Grant Guidelines**

The RDA requested a number of updates to the proposed Façade Grant Guidelines at their September meeting. Those revisions are reflected below.

Program History

The façade grant program has been investing in downtown buildings for approximately 10 years. In that time, the RDA and Council approved 24 applications. Tax Increment Financing dollars are used to fund the program, and are generally allocated at \$30,000/year, per TID District. The attached application includes more information about required submittal items and the review process. The program guidelines have been drafted in order to provide more direction for potential applicants, and make the review process more efficient.

Program Objectives:

Support the rehabilitation and renovation of building exterior facades in Downtown De Pere.
Support the job creation and business development in Downtown De Pere.

Program Guidelines:

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and also acts as Main Street Program contact for architectural services).
2. Property must be located in a Downtown Tax Increment Financing District (TID 5, 7, or 9).
3. Funds reviewed and distributed on a 'first come, first serve' basis.
4. Grant covers 20% of project cost. \$4.00 of private funds to each \$1.00 of public grant funds disbursed (\$40,000 expenditure for \$10,000 grant).
5. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.
6. Owners are limited to a maximum of \$10,000 over their term of ownership of the property.
7. Applications must be reviewed by the Redevelopment Authority prior to the issuance of a building permit.
8. Façade grant funds may be used for any side of the building.
9. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.

Attachment: Façade Grant Guidelines Revised (6434 : Façade Grant Design Guidelines *)

Eligible & Ineligible Expenses:

Eligible Expenses

1. New Windows and Doors
2. Window and Door Repair
3. Exterior Demolition
4. Exterior Construction including, electric, materials, labor.
5. Exterior Lighting
6. Pressure Washing
7. Painting
8. Roof upgrade/replacement that improves the overall building appearance.
9. Gutters/Downspouts
10. Waste Disposal
11. Decorative Awnings (no business specific graphics)
12. Contractor's Fees – Profit – Overhead directly related to exterior work

13. Permanent Exterior Site Work – Landscape, hardscape, pedestrian amenities, pergolas, etc.
14. Signage – if included as part of a more extensive façade renovation project
(alternative: only permitted as a specific % of an overall project)
15. Other expenses as approved by the Redevelopment Authority

Ineligible Expenses

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property.
3. Interior Improvements
4. Design/Engineering/Professional Fees
5. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority.

Next Steps

The RDA's recommendation related to this set of guidelines will be forwarded to the Common Council for review and approval.

City of De Pere, Wisconsin



Request For Redevelopment Authority Action

MEETING DATE: November 27, 2017

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Review 363 Main Ave. Facade Grant Application *

ATTACHMENTS:

- 363 Facade Grant RDA Memo 11-2017 (PDF)
- 363 DePere RDA Application (PDF)

City of De Pere MEMORANDUM



To: Redevelopment Authority
 From: Kimberly Flom, Economic Development & Planning Director
 Date: November 21, 2017

RE: **Façade Grant Application – 363 Main Avenue (WD-919)**

Background

Saks Holdings submitted the attached façade grant application for the front and rear facades of 363 Main Avenue.

The building is not a contributing structure to the Main Street Historic District. Built in 1960, it was originally constructed for use as a retail building and most recently operated as Buddha's Still.



Figure 1: Project location

Proposed Improvements

Please see the attached application for detail on the proposed façade improvements. The applicant proposes work on both the front and rear façade to include exterior painting, new lighting fixtures, masonry repair and new windows/doors.



Attachment: 363 Façade Grant RDA Memo 11-2017 (6435 : 363 Main Ave. Façade Grant Application *)

363 Main Façade Grant - Exterior Cost Estimate

Vendor	Detail	Amount
GB Glass Center, Inc.	Window and Door Systems (not including Main St. facing door and transom window)	\$11,522.00
Engleberg Masonry, Inc.	Masonry work for new door and windows	\$3,500.00
C&C Electrical Services	Exterior Electrical for signage and accent lighting	\$1,500.00
TBD	Exterior Lighting Fixtures	\$500.00
Saks Holdings, LLC	Exterior Paint (3 gallons purchased at \$36.98/gallon)	\$185.00
		Total \$17,207.00
		\$4 Investment \$13,765.60
		\$1 Grant Match \$3,441.40

Façade Grant Funding

The 2017 budget includes \$30,000 for façade grants for TID #9 (to date, \$14,658.40 have been obligated for Life Church and O'Connor Connective. An application for 353 Main has been conceptually approved pending additional information).

City of DePere
Application for Facade Grant
363 Main Ave.
DePere, WI. 54115

Saks Holdings, LLC
941 Lawton Place
DePere, WI. 54115
Andrew Krans
920-371-5032
E: Atkrans@gmail.com

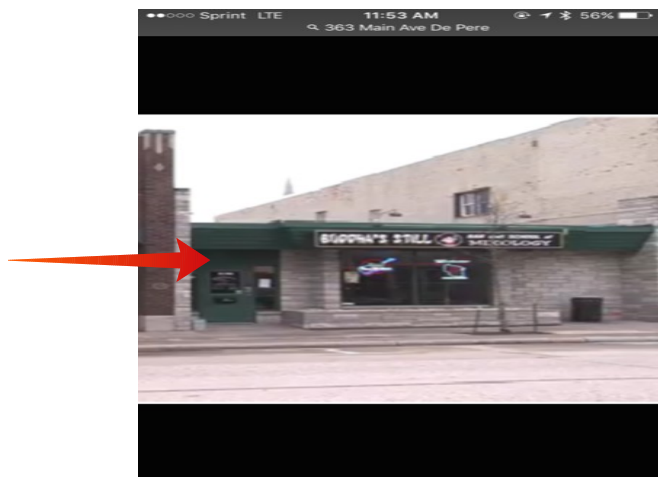
DePere Redevelopment Authority / City of Depere Common Council
October / November 2017

Greetings!

Hope this finds you all well. Attached you will find the completed application, photos of the existing facade, proposed and a request for approval for facade improvements located at 363 Main Ave. both the front (Main side) and back (Nicolet Square Parking lot) sides.

363 Front (Main St. side)

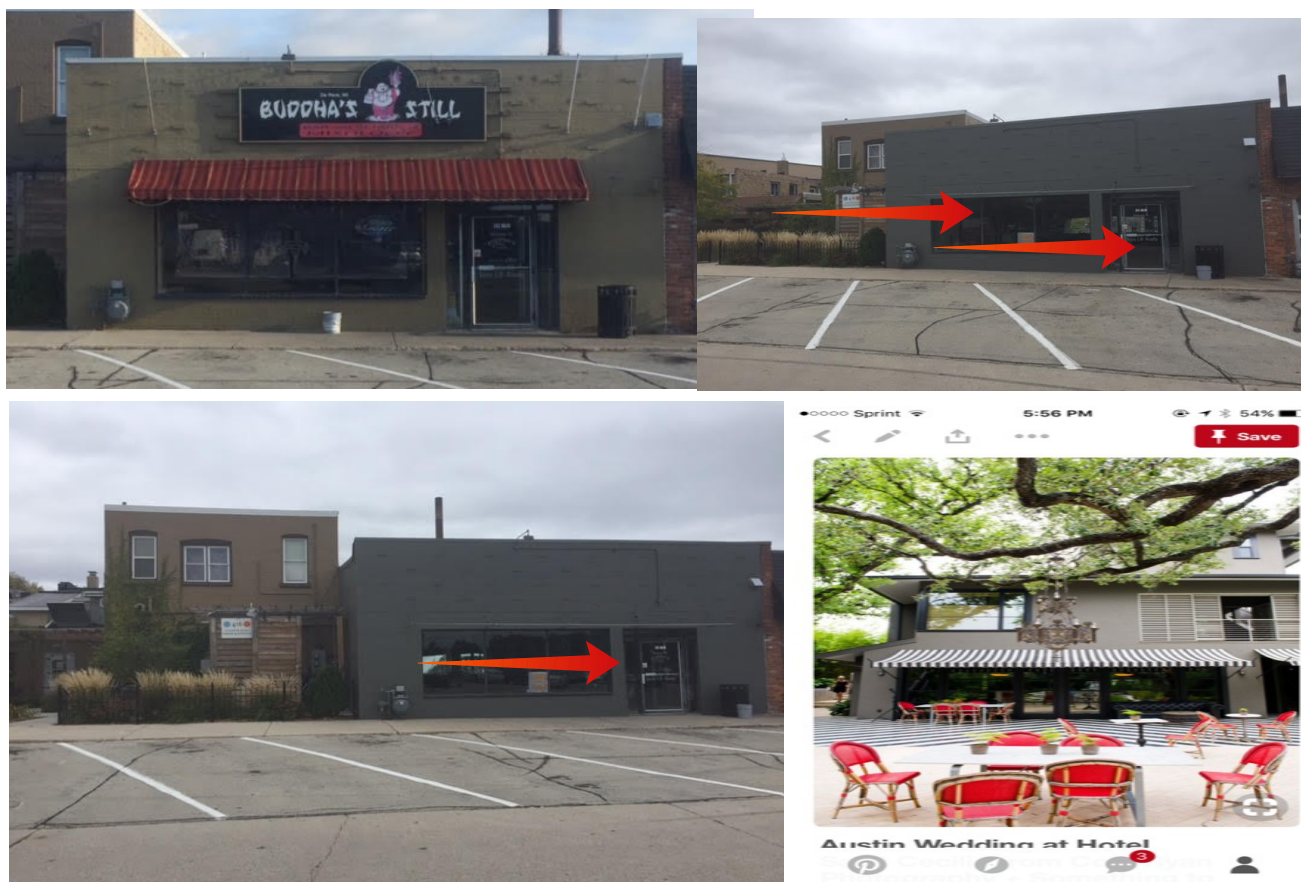
Will be repainting and updating electrical for both exterior sub lighting and overhead lighting for signage. Future signage to be address with over window positioning and gooseneck lighting. Door system on front of building is in "OK" condition but we are quoting this out along with transom window replacement above this entry door. We request that we are able to paint the Main st. facade prior to formal approval because of "time of year...before the snow hits!" Red arrow points to transom window reopening.



Attachment: 363 DePere RDA Application (6435 : 363 Main Ave. Facade Grant Application *)

363 Main (Nicolet Square Parking lot)

Replace all south facing windows along with door system, replace awning covering, electrical for overhead lighting and painting. Painting was already completed because of peeling paint, exposed “crack away” brick face from flag pole holders, 2x4 glued signage supports and overall bad condition of brick. On NW facing wall (Currently this faces the dumpster inclosure located at 365 Main) we would like to request the approval of expanding the size of an existing window along with adding a door that would allow the area to the west, current dumpster enclosure, to be used as outdoor seating. 365 Main and 363 will be combined under one new parcel ID by year end which will allow for this expansion of outdoor seating. (Property line variance, etc)



Estimated Costs:

Window and Door Systems (Not including Main St. facing door and transom window)

GB Glass Glass Center, Inc. - \$11,522.00

Masonry work for new door and windows:

Engleberg Masonry, Inc. - \$3,500.00

Electrical for signage and accent lighting:

C&C Electrical Services: - \$1,500.00 (Not including fixtures to be added..est. \$500.00)

Paint for Exterior:

Behr Premium Exterior Paint: \$185 (5 Gallons total)

(3 Gallons already purchased at \$36.98 Per Gallon, no labor costs / Saks Holdings, LLC)

Total Estimate: \$17,207.00

(Does not include Main st. Door system and transom window) (\$1500?)

Saks Holdings, LLC

Thank you in advance for taking the time to review this request for the Facade Grant.

I can be reached directly at 920-371-5032 at anytime.

Sincerely,

Andrew Krans
Saks Holdings, LLC

	CITY OF DE PERE APPLICATION FOR FAÇADE GRANT	Date:
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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 a Tax Increment District (TID). Applications will be acted upon on a first come first serve basis. The maximum grant is up to \$10,000 for approved projects. The grant requires the expenditure of \$4.00 of private funds for each \$1.00 of grant funds disbursed (\$40,000 expenditure for \$10,000 grant). Grants will only be awarded to projects that are approved by the Redevelopment Authority and Common Council.

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) Saks Holdings, LLC		Authorized Representative Andrew Krans	Title Senior Partner
Mailing Address 941 Lawton Place		City DePere	State WI
		ZIP Code 54115	
Email Address atkrans@gmail.com		Phone Number (incl. area code) 920-371-5032	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) Same		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 363 Main Ave. DePere, WI. 54115			Parcel No.
SECTION 4: Project Information			
Project Description:		Façade Grant and improvements to both Main St. and Nicolet Square	
Estimated Façade Expenses:		\$18,000.00	
Contractor:		Saks Holdings, LLC	
Estimated Start Date:		November 2017	Estimated Completion Date: 2 Weeks from Start. Mid Nov.
Please attach (1) hard copy and (1) PDF version of the following items: 1. A photo of the existing façade. 2. The proposed project design. Color renderings are strongly encouraged. 3. The project cost estimates by major category (design, material, labor, etc).			
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) Andrew Krans		Title Senior Partner	Phone Number 920-371-5032
Signature of Applicant Electronic Signature/ Andrew T. Krans 10-20/2017 (ATK)		Date Signed 10-20-2017	