



# Redevelopment Authority

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

## Regular Meeting

### Agenda

Monday, October 24, 2022

5:30 PM

Council Chambers and Virtual

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 **October 24, 2022** at **5:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

**The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic 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://deperecitywi.igmp2.com/>.*

#### Call to Order

1. Roll Call
2. Approval of the minutes of the February 28, 2022 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 Regarding a Facade Grant Request for 407 Main Ave (Parcel WD-885), submitted by Shanna and Lance Koltz. \*
5. Consideration and Possible Action Regarding a Facade Grant Request for 409 Main Ave (Parcel WD-886), submitted by Shanna and Lance Koltz. \*

#### 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  
Shanna & Lance Koltz



City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

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**MEETING DATE:** October 24, 2022

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Approval of the minutes of the February 28, 2022 Redevelopment Authority meeting.

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**ATTACHMENTS:**

- RDA\_Feb2022\_Minutes\_Draft (PDF)



# Redevelopment Authority

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

## Regular Meeting

### Draft Minutes

Monday, February 28, 2022

6:00 PM

Council Chambers and Virtual

#### Call to Order

The meeting was called to order at 6:00 PM by Vice Chair Julie Van Straten

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

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

- Approval of the minutes of the November 9, 2021 Special Redevelopment Authority Meeting.

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

- 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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- Consideration & Possible Action regarding a Facade Grant Request for 820 George ST (Parcel ED-1048), submitted by De Pere Chiropractic Holdings LLC, (Owner/Applicant). \*

Development Services Director Daniel Lindstrom reviewed the facade grant request for De Pere Chiropractic Holdings LLC, located at 820 George Street. The applicant is proposing to keep the facade as is while working through renovations to preserve the facade. They are going to remove the stone, clean it and re-use it again and replace the cedar siding and timbers while updating it to a more modern color palette. Staff recommended conditional approval of the facade grant request not to exceed \$20,000.00 and that the recommendation be forwarded to Council, subject to the applicant submitting copies of paid invoices and receipts. Jerry Henrigillis asked for clarification of the 2022 budget. Daniel explained that there is a total of \$60,000 in the facade grant budget for TID No. 7 and no money has been awarded yet this year. Joe Van Deurzen stated that he has an issue with this project because it doesn't look like they are changing the facade except for a new paint job. He doesn't feel that it is an improvement to the building. Discussion followed and the rest of the members agreed that the building is not really changing. Jerry Henrigillis stated that he disagreed with Joe's comments. He feels that the maintenance of the building is still important to help preserve it. Jerry Henrigillis

moved, seconded by Lisa VandenAvond, to approve the facade grant request in an amount not to exceed \$20,000.00 and that the request be forwarded to Common Council for final approval. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Jerry Henrigillis, Board Member
<b>SECONDER:</b>	Lisa VandenAvond, Board Member
<b>AYES:</b>	Jerry Henrigillis, Carol Karls, Lisa VandenAvond, Julie Van Straten
<b>NAYS:</b>	Joe Van Deurzen
<b>EXCUSED:</b>	Ted Penn

#### Adjournment

Carol Karls asked for an update on Tina Quigley rejoining the RDA. Development Services Director Daniel Lindstrom stated that Mayor Boyd will be appointing Kendall Dworak from Definitely De Pere as the new board member next month. Julie Van Straten moved, seconded by Jerry Henrigillis, to adjourn the meeting at 6:31 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:** October 24, 2022

**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:** October 24, 2022

**DEPARTMENT:** Economic Development

**FROM:** Daniel Lindstrom

**SUBJECT:** Consideration and Possible Action Regarding a Facade Grant Request for 407 Main Ave (Parcel WD-885), submitted by Shanna and Lance Koltz. \*

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**ATTACHMENTS:**

- 1. 407 Main RDA Memo (PDF)
- 2. 407 Facade Grant Application (PDF)
- 3. 407 Main Ave Cost Estimate Summary (PDF)
- 4. Green Bay Glass Cost Estimate (PDF)
- 5. Green Bay Stucco Repair Estimate (PDF)
- 6. Door Detail Estimate (PDF)
- 7. Combined Elevations (PDF)
- Site Map (PDF)



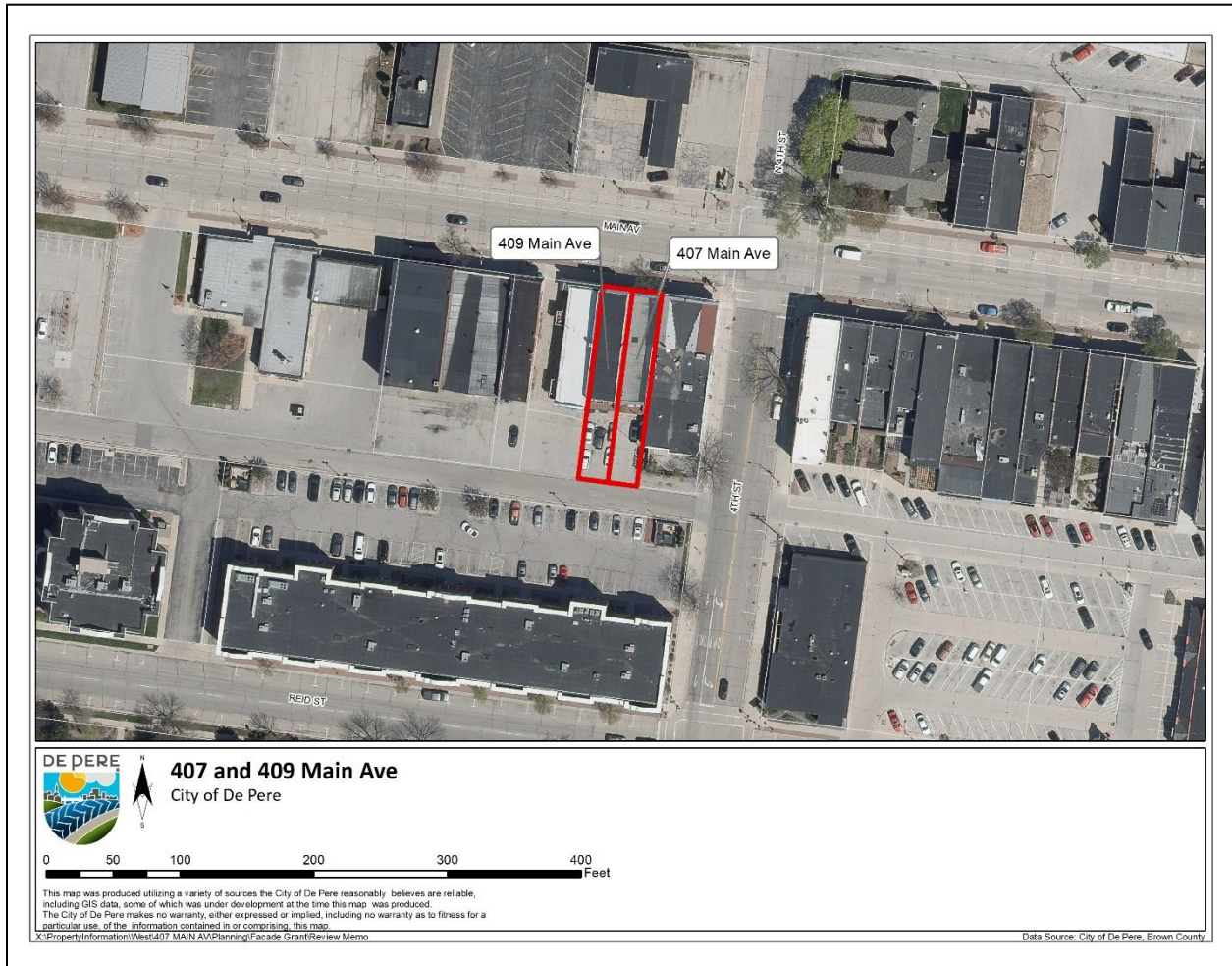
# CITY OF DE PERE MEMO

To: Redevelopment Authority  
From: Daniel Lindstrom, Development Services Director  
Date: October 24, 2022

RE: **Façade Grant Request for 407 Main Avenue (WD-885), Shanna & Lance A Koltz.\***

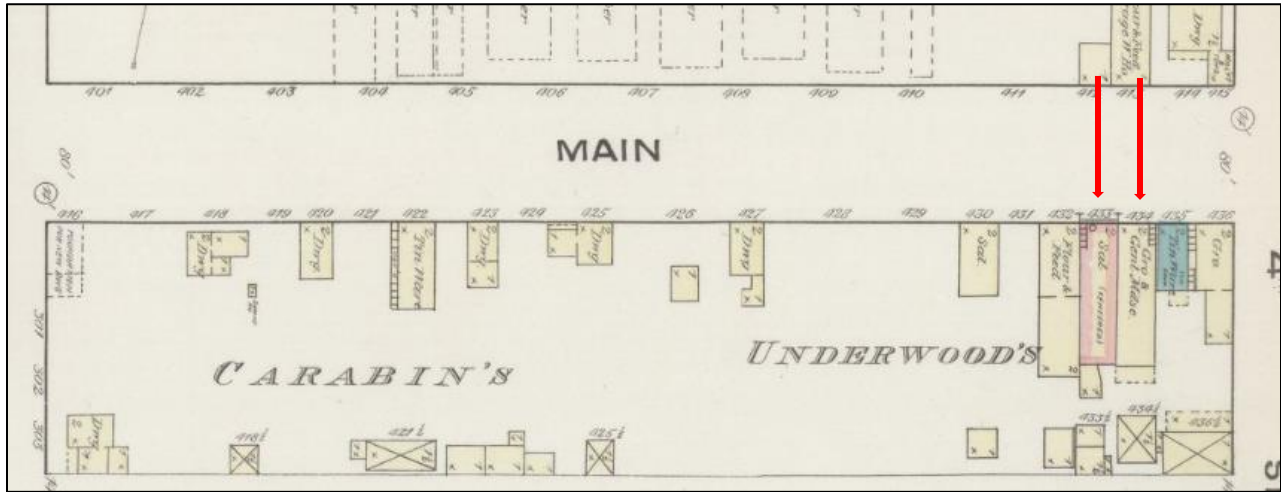
## Background and History

Shanna & Lance A Koltz, land and building owners, submitted the attached façade grant application for 407 and 409 Main Avenue. This building is home to several existing retail and residential spaces.



**History of 407 and 409 Main Ave (Formerly 433 and 434 Main Avenue)**

Records dating back to 1890 illustrate former buildings were home to general retail and throughout the next few decades alternated between general retail, flour and feed stores, and workshops.



Credit: Library of Congress

**407 Main Ave Building Style (RADEMACHER)**

The building is a 2-story commercial vernacular building similar to other structures built around this time in De Pere. The building was constructed in 1890 and was a rectangular plan structure and was brick and pebble dash veneer on the second level.

**409 Main Ave Building Style**

The building is a 2-story commercial vernacular building similar to other structures built around this time in De Pere. The building was constructed in 1890 and was a rectangular plan structure with a brick and stucco-type material with a flat roof. In the more recent past, the entire Upper level of the building was entirely re-sheathed with vinyl obscuring original fenestration and arched lintels, and some of the pebble dash veneer.



Credit: Intensive Survey

### **407 Main Ave Façade Grant Eligibility and Proposed Scope of Work**

The following section details the façade grant eligibility for each parcel.

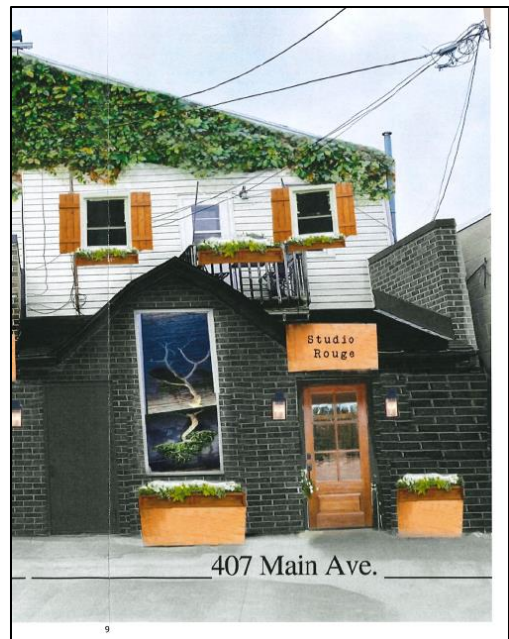
- TID District No.9
- Building Lengths (measured along the right of way)
- 407 Main Avenue: 22.5’ Main Ave and 22.5’ Alley Rear
- The property is eligible for a maximum grant award of \$10,000.
- Previous Façade Grant Awards - None
- Historic Designation – The building is not historically designated at the federal, state, or local level. The 2017 Intensive Survey reviewed this property.

#### **Proposed Scope of Work**

The City received the façade grant application on October 8, 2022. The applicant did apply for a permit to remove the existing façade materials and replace the storefront windows. The applicant planned to conduct all the work at one time and after the RDA had a chance to review the materials; however, due to supply chain issues and contractor availability they were not able to secure a time for the work and were unsure if they would be able to do work this year. When the contractor opportunity presented itself and the materials were available, they began the work and requests the RDA grant the portion of the façade grant retroactively as allowed by the policy. Staff notes that the total amount of estimated improvements proposed would still be eligible for the \$10,000. The applicant provided the attached cost estimates for the proposed work. The property owner proposes the following exterior improvements to update the façade.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Store Front windows</li> <li>• Remove non-period correct façade materials</li> <li>• Repair stucco/pebble dash veneer</li> <li>• Repair trim</li> <li>• New Signage</li> </ul> | <ul style="list-style-type: none"> <li>• Paint</li> <li>• Replace roof section (not eligible)</li> <li>• Replace deck</li> <li>• Improve exterior window treatments, landscaping, and rear signage</li> </ul> |
|---|---|

The proposed sign placement does not meet current City of De Pere signage requirements and therefore staff will work with the applicant to determine if the location is necessary to preserve architectural elements.



The façade grant program guide states that architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged. Recommended Traditional Façade Components include:

- Commercial first floor and mixed-use/ residential second floor
- Large and transparent facade elements
- Exposed transom windows
- Maintain ornamental elements around windows, doors, and cornice
- Use colors and signage that are well-integrated with the building style

The project proposal appears to follow the Main Street Design Guidelines and is sensitive to the original building design and architecture. The property owner is working to expedite the proposed building improvements to complete the work in 2022/2023.

**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
Self/Awaiting Contractor	Demolition/Façade Removal	\$1,500.00	<input checked="" type="checkbox"/>	Estimate
Unnamed	Stucco Repair	\$9,150.00	<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>


**Funding**

The applicant is eligible and is requesting a \$10,000 grant based on their proposed scope of work and street frontage. To date, the applicant has submitted quotes for \$27,638 of the proposed \$37,818 of eligible work. While the remaining \$10,180 is not required to meet the \$10,000 maximum allowable grant, staff will still request quotes for the remaining items listed above to understand the full leverage impact prior to any payments. All quotes must include detailed costs or shall be reviewed upon receipt/invoice submittal. This is the first request in 2022 for TID No. 9 Façade Grant Program (\$60,000).

**Recommendation**

Recommend approval of the façade grant request for 407 Main Avenue (WD-885), in an amount not to exceed \$10,000.00, to be funded by TID No. 9, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) Submittal of all quotes for work to be completed prior to payments
- 2) That final grant payment is calculated per program requirements based on receipt review.

	<p><b>CITY OF DE PERE</b></p> <p><b>APPLICATION FOR</b></p> <p><b>FAÇADE GRANT</b></p>	<p><b>Date:</b></p>
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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)	Authorized Representative	Title	
Mailing Address <b>920 Helena St.</b>	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

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

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

**SECTION 3: Project or Site Location**

Project Address/Description	Parcel No.
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**SECTION 4: Project Information**

Project Description:			
Estimated Start Date:		Estimated Completion Date:	
Existing Façade Photo (attach):		Design Drawing (attach):	
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>			
<b>Category</b>	<b>Cost Estimate</b>	<b>Category</b>	<b>Cost Estimate</b>
<b>Total Eligible Expenses:</b>		<b>Requested Grant Amount:</b>	

**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)	Title	Phone Number
Signature of Applicant		Date Signed

### **Program Funding Requirements & Guidelines**

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

Building Width	Maximum Grant Amount
1' to 60'	\$10,000
61'-120'	\$20,000
121'+	\$30,000

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
5. Funds reviewed and distributed on a 'first come, first serve' basis.
6. Applications should be reviewed by the RDA prior to work commencing on the project.
7. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
8. Retroactive funding requests for work completed before an application submittal will not be considered.

### **City of De Pere Façade Grant Program Process**

#### 1. Application Submittal

- a) Property owner shall complete (1) hard copy and (1) PDF version of the grant application.
- b) Property owner shall attach (1) hard copy and (1) PDF version of the following:
  - A photo of the existing façade.
  - The proposed project design. Color rendering required.
  - The project cost estimates by major category (design, material, labor, etc).
  - Any other relevant information
- c) Application and attachments are submitted to the Development Services Director.

#### 3. Review Process

- a) Internal Review
- b) Redevelopment Authority Review (may be preliminary or final)
- c) City Council Review
- d) In instances where a site plan is required, the Plan Commission may also review

#### 4. Applicant Obtains Necessary Permits and Completes Project

#### 5. Payment Process

- a) Applicant submits proof of payment for eligible activities to the Development Services Department, who will determine if appropriate match dollars have been spent.
- b) The Development Services Department will conduct a building inspection to ensure that the work has been completed according to plan.
- c) Payment request is completed and issued to applicant.

***Please refer to the Façade Grant Guidelines for more information on the program objectives and a list of eligible and ineligible expenses.***

# City of De Pere MEMORANDUM



## City of De Pere Façade Grant Program Guidelines *Approved by Common Council Resolution #18-67 (July 17, 2018)*

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient.

### Program Objectives

1. Support the rehabilitation and renovation of exterior building facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

### Program Funding Requirements

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

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### Program Guidelines

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.

5. Applications should be reviewed by the RDA prior to work commencing on the project.
6. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
7. Retroactive funding requests for work completed before an application submittal will not be considered.
8. Façade grant funds may be used for any side of the building.
9. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

### **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)
15. Restoration or renovation of historical identifying features that may not be relevant to the current building use (reviewed on a case-by-case basis)
16. 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. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. 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 and Common Council.

## **407 Main Ave De Pere, WI 54115**

### **Front**

**Prep work** (front and back)

(1.5K)

**Windows** (Green Bay Glass)

(14,075)

**Stucco**

(9,150)

**Trim**

(5k)

**Sign**

(2k)

**Front 31,725**

### **Back**

**Paint**

(\$400)

**New Roof** (small area) and **New Deck**. Includes old deck and roof removal

\$13,214

**Wood Shutters**

\$100 x 2 (\$200)

**Window Boxes**

2 boxes x \$80 (\$160)

**Landscaping**

(green vines on building/ flowers in boxes) \$500

**Signs**

(1k)

**Electrical**

Lights (by door) 90 each x2 \$180 Lights (over sign) \$100 x2 \$200

Electrical work \$500  
(\$680)

**Business Door**

(1,198)

**Display glass Door**

(1,955 )

**Back \$19,307**

**Total: \$51,032**

**Front (\$31,725) and Back (\$19,307)**

**Green Bay Glass Center, Inc.**  
**2001 Commercial Way**  
**Green Bay, WI 54311**  
**(920)465-8842**  
**(920)465-9626 fax**  
**(800)472-7750**

**Proposal**

**Rev. July 6, 2022**

**Shanna Koltz**  
**(920)619-3850**  
**skoltz@new.rr.com**  
**407 Main Avenue**  
**De Pere, WI 54115**

**Re: 407 & 409 Main Avenue – Storefront Replacements**  
**De Pere, WI 54115**

We propose to furnish and replace existing storefront including removal and board up of existing storefront, Installation of “Tubelite Architectural” storefront system. Framing to be T14000 2 x 4 ½”, standard white (thermally broken, total of ten frames per side see attached drawings). Glass to be 1” overall clear over low-e (tempered where required). Entrance door to be 3’0” x 7’0” Narrow style, outswing with 10” bottom rail. Push/pull to be 1” diameter, lock mechanism to be mortised latch lock with lever handle on interior and random keyed cylinder on exterior, closer to be Global heavy duty 4300 series with regular arm. Threshold to be 5 ¼ x ½” standard ADA compliant. All hardware to be aluminum finished. Price includes white break metal at two outside posts

**Total 407 Quote Installed: \$14,075.00**

**Total 409 Quote Installed: \$14,503.00**

Current lead time of six (6) weeks for this product is required. Actual lead time will be determined at time of placement. Please see attached elevational drawings for further details.

**Grand Total for Glass and Glazing: \$28,578.00**

Quotation valid for 30 days. Terms: Upon Completion. Applicable tax included

**As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials on owners’ land may have lien rights on owners’ land and buildings if not paid. Those entitled to lien rights, in addition to the above signed contractor, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his/her mortgage lender, if any. Builder agrees to cooperate with the owner and his/her lender, if any, to see that all potential claimants are duly paid.**

All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

**THE FOLLOWING ARE NOT INCLUDED AND ARE TO BE THE OWNERS/CONTRACTORS RESPONSIBILITY:**

- Building Permits (unless specified)
- Temporary barricades (traffic, weather, or theft)
- Any work to be done on owners glass will be done at owners risk
- Finish painting/staining (unless specified)
- Delivery charges includes transportation to jobsite only, not unloaded or spotted
- Final cleaning of glass and aluminum
- Final Keying of Locks and Cylinders

To accept this quotation, sign here and return: \_\_\_\_\_ Date: \_\_\_\_\_

Quotation prepared by: **Patrick Pozza, President**

## Green Bay Stucco Repair and Son

N6285 Vine Road  
Seymour WI 54165  
(920)619-2962

# Estimate

### Invoice for

Shanna Koltz  
407 and 409 Main Ave  
Depere WI 54115

Description	407	Total price
apply stucco bace to front of building upper and lowers		\$4,030.00
Apply stucco finish to front of building upper and lower		\$3,020.00
remove old siding from front of building		\$2,100.00

materials and lifts are included

Notes: water and power must be available on site. all siding and things attached must be removed before i get there or i will just go up to it and not behide. windows must be in and anything else that is being added to the building  
Let me know what you want to go with and please sign and get it back to me

Signature:

**\$9,150.00**



Greatview Doors

Wood 3/4 Lite Left-Hand Inswing Knotty Alder Unfinished Prehung Single Front Door Solid Core

Model #UK554SGL36L

1,198.00



\$1,198.00

Free Store Pickup Unavailable

Delivery Unavailable

Notify Me



Greatview Doors

Wood 3/4 Lite Left-Hand Inswing Knotty Alder Unfinished Prehung Single Front Door Solid Core

Model #UK554SGL32L

Free Store Pickup Unavailable

Delivery Unavailable

Notify Me

Windows & Doors / Exterior Doors / Front Doors

Masonite 32-in x 80-in Steel No Glass Left-Hand Inswing Primed White Primed Fire Rated Prehung Single Front Door Insulating Core

Item #2116420 Model #2116420

Show Masonite ★★★★★ 1



\$330.00

\$313.80 when you choose 5% savings on eligible purchases every day. Learn More. \$50/mo suggested payments with 6-month special financing. Learn More.

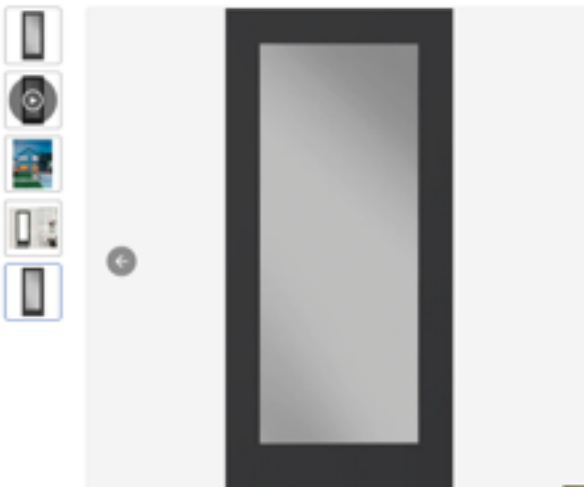
- Masonite high-definition steel doors feature decorative panel profiles that offer the ultimate security.
- Fire-rated doors are preferred for garage-to-home applications.
- Supplied with a 20-minute fire-rated primed wood frame.

Back to Results / Windows & Doors / Exterior Doors / Front Doors

Pella 36-in x 80-in Fiberglass Full Lite Left-Hand Inswing Black Painted Single Front Door with Brickm

Item #2180043 Model #100000043

Show Pella ★★★★★ 1



\$1,955.17

\$187.61 when it savings on eligible every day. Learn More.

- Pella Entry Doors feels like style.
- Durable, fiberglass for long-lasting beauty.
- Low-E insulating glass, upgraded privacy option.

Handing Left-hand Inswing

Free Store & Get it by Mon

https:// https://=

In use lifestyle image, accessories not included

OVERVIEW

Ideal for entry ways, garages or multi-family homes, Masonite fire-rated doors provide incredible durability, prove to ensure that it meets the most stringent fire-rated building codes for long-lasting durability and performance.



407 Main Ave.



407 Main Ave.

409 Main Ave.



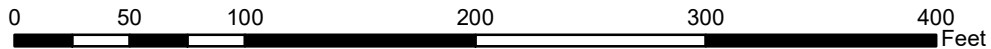


409 Main Ave

407 Main Ave.



**407 and 409 Main Ave**  
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.



City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

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**MEETING DATE:** October 24, 2022

**DEPARTMENT:** Economic Development

**FROM:** Daniel Lindstrom

**SUBJECT:** Consideration and Possible Action Regarding a Facade Grant Request for 409 Main Ave (Parcel WD-886), submitted by Shanna and Lance Koltz. \*

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**ATTACHMENTS:**

- 1. 409 Main RDA Memo (PDF)
- 2. 409 Facade Grant Application (PDF)
- 3. 409 Main Ave Cost Estimate Summary (PDF)
- 4. Green Bay Glass Cost Estimate (PDF)
- 5. Green Bay Stucco Repair Estimate (PDF)
- 6. Combined Elevations (PDF)



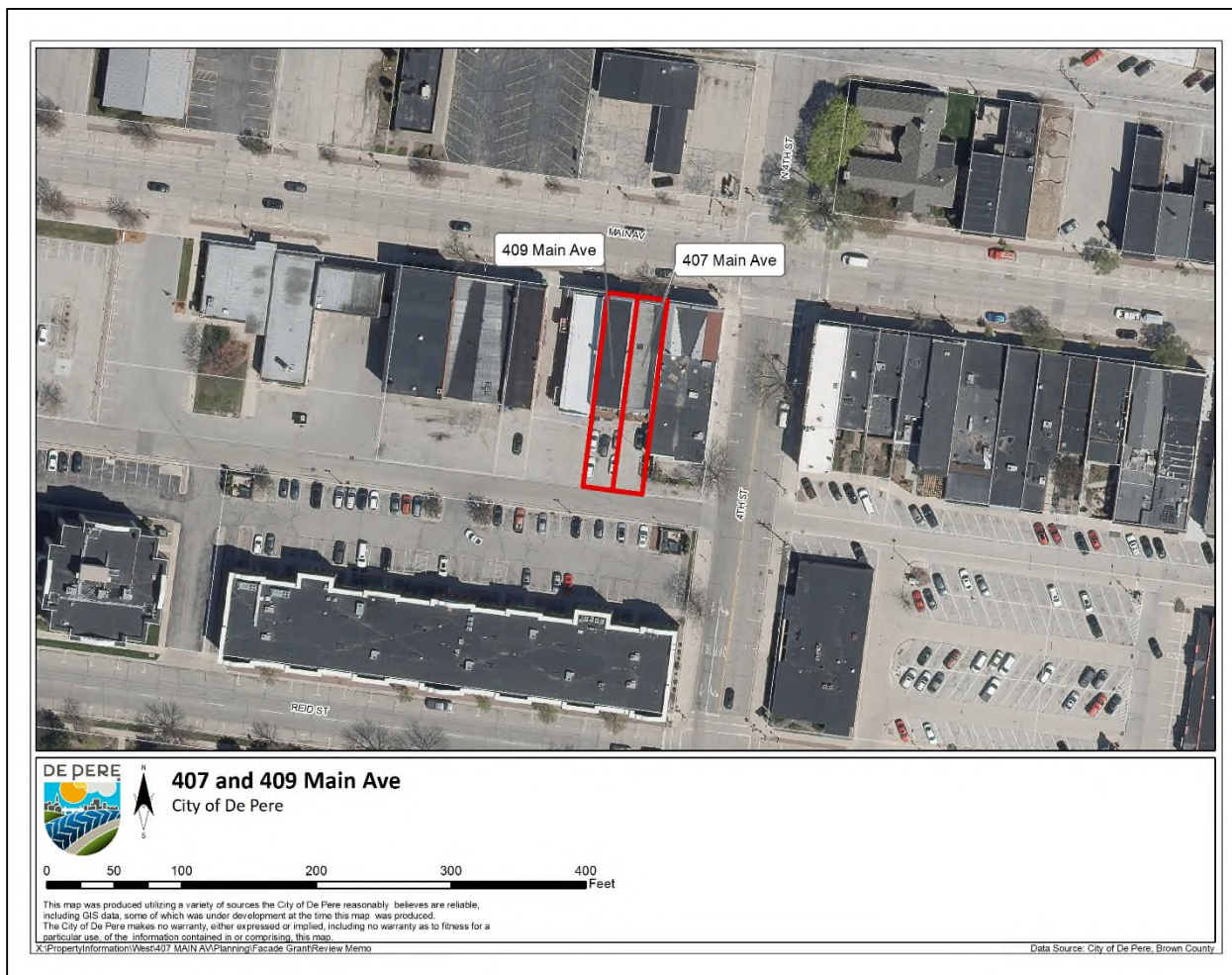
# CITY OF DE PERE MEMO

To: Redevelopment Authority  
From: Daniel Lindstrom, Development Services Director  
Date: October 24, 2022

RE: **Façade Grant Request for 409 Main Avenue (WD-886), Shanna & Lance A Koltz.\***

## Background and History

Shanna & Lance A Koltz, land and building owners, submitted the attached façade grant application for 407 and 409 Main Avenue. This building is home to several existing retail and residential spaces.





### **409 Main Ave Façade Grant Eligibility and Proposed Scope of Work**

The following section details the façade grant eligibility for each parcel.

- TID District No.9
- Building Lengths (measured along the right of way)
- 409 Main Avenue: 22.5’ Main Ave and 22.5’ Alley Rear
- The property is eligible for a maximum grant award of \$10,000.
- Previous Façade Grant Awards - None
- Historic Designation – The building is not historically designated at the federal, state, or local level. The 2017 Intensive Survey reviewed this property.

#### **Proposed Scope of Work**

The City received the façade grant application on October 8, 2022. The applicant did apply for a permit to remove the existing façade materials and replace the storefront windows. The applicant planned to conduct all the work at one time and after the RDA had a chance to review the materials; however, due to supply chain issues and contractor availability they were not able to secure a time for the work and were unsure if they would be able to do work this year. When the contractor opportunity presented itself and the materials were available, they began the work and requests the RDA grant the portion of the façade grant retroactively as allowed by the policy. Staff notes that the total amount of estimated improvements proposed would still be eligible for the \$10,000. The applicant provided the attached cost estimates for the proposed work. The property owner proposes the following exterior improvements to update the façade.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Store Front windows</li> <li>• Remove non-period correct façade materials</li> <li>• Repair stucco/pebble dash veneer</li> <li>• Repair trim</li> <li>• New Signage</li> </ul> | <ul style="list-style-type: none"> <li>• Paint</li> <li>• Replace roof section (not eligible)</li> <li>• Replace deck</li> <li>• Improve exterior window treatments, landscaping, and rear signage</li> </ul> |
|---|---|



The façade grant program guide states that architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged. Recommended Traditional Façade Components include:

- Commercial first floor and mixed-use/ residential second floor
- Large and transparent facade elements
- Exposed transom windows
- Maintain ornamental elements around windows, doors, and cornice
- Use colors and signage that are well-integrated with the building style

The project proposal appears to follow the Main Street Design Guidelines and is sensitive to the original building design and architecture. The property owner is working to expedite the proposed building improvements to complete the work in 2022/2023.

**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	<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	\$1,528.00	<input checked="" type="checkbox"/>	Proposal
Green Bay Stucco Repair and Son	Stucco Repair	\$10,423.00	<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	\$14,933.00	<input type="checkbox"/>	Estimate
			<input type="checkbox"/>	
<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>


**Funding**

The applicant is eligible and is requesting a \$10,000 grant based on their proposed scope of work and street frontage. To date, the applicant has submitted quotes for \$27,714 of the proposed \$37,894 of eligible work. While the remaining \$10,180 is not required to meet the \$10,000 maximum allowable grant, staff will still request quotes for the remaining items listed above to understand the full leverage impact prior to any payments. All quotes must include detailed costs or shall be reviewed upon receipt/invoice submittal. This is the second request in 2022 for TID No. 9 Façade Grant Program (\$60,000).

**Recommendation**

Recommend approval of the façade grant request for 409 Main Avenue (WD-886), in an amount not to exceed \$10,000.00, to be funded by TID No. 9, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) Submittal of all quotes for work to be completed prior to payments.
- 2) That final grant payment is calculated per program requirements based on receipt review.

	<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)		Authorized Representative		Title	
Mailing Address <b>920 Helena St.</b>		City		State	ZIP Code
Email Address		Phone Number (incl. area code)		Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)					
Name (Ind. Org. or Entity)		Contact Person		Title	
Mailing Address		City		State	ZIP Code
Email Address		Phone Number (incl. area code)		Fax Number (incl. area code)	
SECTION 3: Project or Site Location					
Project Address/Description				Parcel No.	
SECTION 4: Project Information					
Project Description:					
Estimated Start Date:		Estimated Completion Date:			
Existing Façade Photo (attach):		Design Drawing (attach):			
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>					
Category	Cost Estimate	Category	Cost Estimate		
<b>Total Eligible Expenses:</b>		<b>Requested Grant Amount:</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		Phone Number	
Signature of Applicant				Date Signed	

**Program Funding Requirements & Guidelines**

- 1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
- 2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

Building Width	Maximum Grant Amount
1' to 60'	\$10,000
61'-120'	\$20,000
121'+	\$30,000

- 3. Property owners are limited to the grant maximum amount every ten years.
- 4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
- 5. Funds reviewed and distributed on a 'first come, first serve' basis.
- 6. Applications should be reviewed by the RDA prior to work commencing on the project.
- 7. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
- 8. Retroactive funding requests for work completed before an application submittal will not be considered.

**City of De Pere Façade Grant Program Process**

1. Application Submittal

- a) Property owner shall complete (1) hard copy and (1) PDF version of the grant application.
- b) Property owner shall attach (1) hard copy and (1) PDF version of the following:
  - A photo of the existing façade.
  - The proposed project design. Color rendering required.
  - The project cost estimates by major category (design, material, labor, etc).
  - Any other relevant information
- c) Application and attachments are submitted to the Development Services Director.

3. Review Process

- a) Internal Review
- b) Redevelopment Authority Review (may be preliminary or final)
- c) City Council Review
- d) In instances where a site plan is required, the Plan Commission may also review

4. Applicant Obtains Necessary Permits and Completes Project

5. Payment Process

- a) Applicant submits proof of payment for eligible activities to the Development Services Department, who will determine if appropriate match dollars have been spent.
- b) The Development Services Department will conduct a building inspection to ensure that the work has been completed according to plan.
- c) Payment request is completed and issued to applicant.

***Please refer to the Façade Grant Guidelines for more information on the program objectives and a list of eligible and ineligible expenses.***

# City of De Pere MEMORANDUM



## City of De Pere Façade Grant Program Guidelines *Approved by Common Council Resolution #18-67 (July 17, 2018)*

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient.

### Program Objectives

1. Support the rehabilitation and renovation of exterior building facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

### Program Funding Requirements

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

Building Width	Maximum Grant Amount
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4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.

### Program Guidelines

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.

5. Applications should be reviewed by the RDA prior to work commencing on the project.
6. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
7. Retroactive funding requests for work completed before an application submittal will not be considered.
8. Façade grant funds may be used for any side of the building.
9. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

### **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)
15. Restoration or renovation of historical identifying features that may not be relevant to the current building use (reviewed on a case-by-case basis)
16. 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. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. 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 and Common Council.

## **409 Main Ave De Pere, WI 54115**

### **Front**

**Prep work** (front and back)

(1.5K)

**Windows** (Green Bay Glass)

(14,503)

**Stucco**

(10,413)

**Trim**

(5k)

**Sign**

(2k)

**Front 33,416**

### **Back**

**Paint**

(\$400)

**New Roof** (small area) and **New Deck**. Includes old deck and roof removal

\$14,933

**Wood Shutters**

\$100 x 2 (\$200)

**Window Boxes**

2 boxes x \$80 (\$160)

**Landscaping**

(green vines on building/ flowers in boxes) \$500

**Signs**

(1k)

**Electrical**

Lights (by door) 90 each x2 \$180 Lights (over sign) \$100 x2 \$200

Electrical work \$500

(\$680)

**Business Door**

(1,198)

Apartment Entry Door

(330)

**Back \$19,401**

**Total: \$52,817**

**Front (\$33,416) and Back (\$19,401)**

**Green Bay Glass Center, Inc.**  
**2001 Commercial Way**  
**Green Bay, WI 54311**  
**(920)465-8842**  
**(920)465-9626 fax**  
**(800)472-7750**

**Proposal**

**Rev. July 6, 2022**

**Shanna Koltz**  
**(920)619-3850**  
**skoltz@new.rr.com**  
**407 Main Avenue**  
**De Pere, WI 54115**

**Re: 407 & 409 Main Avenue – Storefront Replacements**  
**De Pere, WI 54115**

We propose to furnish and replace existing storefront including removal and board up of existing storefront, Installation of “Tubelite Architectural” storefront system. Framing to be T14000 2 x 4 ½”, standard white (thermally broken, total of ten frames per side see attached drawings). Glass to be 1” overall clear over low-e (tempered where required). Entrance door to be 3’0” x 7’0” Narrow style, outswing with 10” bottom rail. Push/pull to be 1” diameter, lock mechanism to be mortised latch lock with lever handle on interior and random keyed cylinder on exterior, closer to be Global heavy duty 4300 series with regular arm. Threshold to be 5 ¼ x ½” standard ADA compliant. All hardware to be aluminum finished. Price includes white break metal at two outside posts

**Total 407 Quote Installed: \$14,075.00**

**Total 409 Quote Installed: \$14,503.00**

Current lead time of six (6) weeks for this product is required. Actual lead time will be determined at time of placement. Please see attached elevational drawings for further details.

**Grand Total for Glass and Glazing: \$28,578.00**

Quotation valid for 30 days. Terms: Upon Completion. Applicable tax included

**As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials on owners’ land may have lien rights on owners’ land and buildings if not paid. Those entitled to lien rights, in addition to the above signed contractor, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his/her mortgage lender, if any. Builder agrees to cooperate with the owner and his/her lender, if any, to see that all potential claimants are duly paid.**

All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

**THE FOLLOWING ARE NOT INCLUDED AND ARE TO BE THE OWNERS/CONTRACTORS RESPONSIBILITY:**

- Building Permits (unless specified)
- Temporary barricades (traffic, weather, or theft)
- Any work to be done on owners glass will be done at owners risk
- Finish painting/staining (unless specified)
- Delivery charges includes transportation to jobsite only, not unloaded or spotted
- Final cleaning of glass and aluminum
- Final Keying of Locks and Cylinders

To accept this quotation, sign here and return: \_\_\_\_\_ Date: \_\_\_\_\_

Quotation prepared by: **Patrick Pozza, President**

# Green Bay Stucco Repair and Son

N6285 Vine Road  
Seymour WI 54165  
(920)619-2962

## Estimate

### Invoice for

Shanna Koltz  
407 and 409 Main Ave  
Depere WI 54115

Description	409 Main Ave	Total price
apply stucco bace to front of building upper and lowers		\$4,300.00
Apply stucco finish to front of building upper and lower		\$3,900.00
remove old siding from front of building		\$2,223.00

materials and lifts are included

Notes: water and power must be available on site. all siding and things attached must be removed before i get there or i will just go up to it and not behide. windows must be in and anything else that is being added to the building

Let me know what you want to go with and please sign and get it back to me

Subtotal **\$10,423.00**

here are the seperate prices and to do all of it

Signature:

**\$10,423.00**



407 Main Ave.







409 Main Ave

407 Main Ave.