



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
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[www.waterloowi.us](http://www.waterloowi.us)

## A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that a public meeting will be held to consider the following:

Date: November 15, 2022  
Time: 6:00 p.m.  
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

Join the Meeting: <https://us02web.zoom.us/j/83294915858?pwd=Mm1MdIhXQ0ZRSnBQZk8rYUNvWUNpUT09>  
Meeting ID: 832 9491 5858 Passcode: 717723  
Dial by phone +1 312 626 6799 US (Chicago)

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2) MEETING MINUTES APPROVAL: October 18, 2022
- 3) UPDATES & REPORTS
  - a) Non-Metro Connections Update
  - b) Clerk/Treasurer Report –
  - c) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600-September
  - d) Blight Blue and White List
  - e) Business Association Liaison Report, (contact undetermined)
  - f) School District Liaison (contact undetermined)
- 4) OLD BUSINESS
  - a) Façade Grant. Examples of other communities
- 5) NEW BUSINESS
- 6) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a) Annual Calendar
- 7) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

**Community Development Authority:** Soter, Petts, C. Kuhl, A. Kuhl, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as non-voting School District liaison  
Posted, Mailed and E-mailed: 11/11/2022

Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: October 18, 2022**

Digital audio files are archived with these written minutes additionally serving as the official record.

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Chair O'Connell called the meeting to order at 6:03 p.m. Members present: C. Kuhl, Soter, O'Connell and Petts. Remote: Woods (joined 6:10 left early Absent: Sharpe, A. Kuhl, and the non-voting member from School District and Business Association. Others in Attendance or remote: Everett Butzine, Deb Reinbold and Clerk Ritter.
2. MEETING MINUTES APPROVAL: September 20, 2022. MOTION: [Petts/Soter] to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.
  - a. Non-Metro Connections 333 Portland Rd working on developer agreement.
  - b. Clerk/Treasurer Report. Budget for CDA was cut \$2,530.
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Not included will include next month.
  - d. Business Association Liaison Report. none
  - e. School District Liaison. none
4. OLD BUSINESS
  - a. Façade Grant – Changes didn't come through. Ritter to look for other examples from communities.
5. NEW BUSINESS
  - a. Brian Henning regarding the School Referendum. Move 5a. to the beginning of the agenda. [Petts/O'Connell] VOICE VOTE: Motion carried. Susan Gould gave a presentation regarding upcoming referendum.
  - b. ThriveED: The Road Ahead. Deb Reinbold gave a very informative presentation
  - c. Vibrant Spaces Grant – Butzine explained upcoming grant opportunities
  - d. JCEDC IGA Agreement. Motion to recommend to Council to approve.
  - e. TID #5 Creation Proposal Looking for more information.
  - f. SWOT Tabled [Kuhl/Petts] VOICE VOTE: Motion carried.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT. MOTION: [C. Kuhl/Petts] VOICE VOTE: Motion carried. Time: 8:26 pm.

Attest:

Jeanne Ritter  
Clerk/Deputy Treasurer



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[info@non-mc.com](mailto:info@non-mc.com)

329 W 3<sup>rd</sup> St. Fox Lake, WI. 53933

920-203-3859

November 11, 2022

Community Development Authority  
136 North Monroe St.  
Waterloo, WI 53594

**RE: November Update**

CDA Board,

I have partook in many key meetings and work over the past month, including:

- Jefferson County Economic Development Consortium
  - Monthly JCEDC Board meeting
  - Vice-chair
  - Executive committee for hire of new Executive Director
- 333 Portland Rd.
  - Update
- Dempsey Property
  - Update
- TID #5 update
- Developer updates
- Updated Waterloo business list

Please let me know if there are any additional areas of focus you would like me to start on.

A handwritten signature in black ink, appearing to read "Everett Butzine", is written over a horizontal line.

Everett Butzine  
Owner/Managing Member  
Non-Metro Connections

Street	Property #	Open Date	Owner of Property	Who Complained/follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
Anna Street	307	Oct-22	Mark Schultz	DPW/PD			Trailer in driveway		PD	
Anna Street	867	Oct-22	Kera Casto	DPW/PD			Trailer in driveway	v/w 10.23.2022	PD	
Anna Street	902	Oct-22	Benito Mena	DPW/PD			Junk Vehicle	licensed, no violation	PD	
Bluegrass Trail	1055	Oct-22	Bruce Senti	DPW/PD			Trailers in driveway		PD	
Bluegrass Trail	1120	Oct-22	Patrick Edge	DPW/PD			Trailer in driveway		PD	
Boorman St	237	Oct-21	Candice Brussveen		Removal of blight	<a href="#">Storage of unlicensed recreational vehicle and weed ordinance</a>	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up 2/22/2022not verified or have inspected year to date. No inspection		SB	
Bradford Dr	330	Oct-22	Paul Thomas	DPW/PD			Boat		PD	
Bradford Dr	425	Oct-22	Christopher Roth	DPW/PD			Trailers		PD	
Bradford Dr	420	Oct-22	James Kuhlow	DPW/PD			Trees		DPW	
Bradford Dr	457	Oct-22	Karmen Westerveld-Opsteen	DPW/PD			Trailer		PD	
Bradford Drive	425	Sep-22	Christopher Roth		Removal of blight	<a href="#">261-6</a>	Truck trailer and clean up yard		PD	
Chestnut St	1214	Oct-22	Tou Lor	DPW/PD			Trailer in driveway		PD	
Cleveland St	527	Oct-22	Robert Gingles	DPW/PD			Unregistered Vehicles		PD	
Commerical Ave.	700	Sep-22	AB&E	Numerous complaints	Smells	<a href="#">261-3 Public nuisance affecting health</a>			SB, PD	
Crestview	565	Oct-22	565 Crestview LLC	DPW/PD			Junk		PD	
Derby?	1427	Oct-22		DPW/PD			Unregistered Vehicle	moved, no violation	PD	
E Madison St	501	9/1/2022 10/2022	Jeremy Uttech		Removal of blight	<a href="#">219-5</a>	Trash and junk in backyard		PD	
E Madison St.	362	1/1/2015 - Sept 2022- Oct 2022	Jeremy Uttech		Property owner maintaining clean property; no dangerous work garage	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Pending action (C.B. verbal) Continue to watch. A residential property formerly zoned commercial; owner has a history of storing scrap on site and selling items on lawn. Repeated combustion incidents in garage. 2/22/2022 Cert and regular mail sent 2/10/22 regarding violations of wood pile in front yard, metal scrapping zoning violation. Cert. Mail received 2/11/22. 15 days to comply with zoning. <b>October 2022 Junk in driveway</b>		SB/PD	
E Madison Street	469	Dec-21	Esmeralda Aguero		Removal of blight		Blight complaint from neighbor routed to Police Department and Building Inspector. 2/22/2022certified mail sent 2/10/22 and signed for. Have inspection scheduled on 3/4 to gain access to rear and verify violations.		SB/PD	
E Polk St	133	Oct-22	James Scott	DPW/PD			RV in road		PD	
Edison St	244	Oct-22	Daniel Tecalero	DPW/PD			Unregistered vehicle		PD	
Edison St	443	Oct-22	Robert Wollin	DPW/PD			Unregistered vehicle		PD	
Goehl	264	Oct-22	Bradley Smith	DPW/PD			Unregistered Vehicle		PD	
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Grove St	140	Oct-22	RJB Rentals LLC	DPW/PD			Junk/Unregistered vehicle		PD	
Harrison St	597	Sep-22	John Cotting		Removal of blight	<a href="#">261-6</a>	Bus in driveway		PD	
Harrison St	404	Oct-22	Tony Packard	DPW/PD			Unregistered vehicle	moved-none	PD	
Harrison St	597	Oct-22	John Cotting	DPW/PD			Bus in driveway		PD	
Heil St	1190	Oct-22	John Holzhuetter	DPW/PD			Trailer in driveway		PD	
Hendricks	200	Oct-22	Robert Gingles	DPW/PD			Trailer in driveway		PD	
Herron Dr	860	Oct-22	Rick Nahrstadt	DPW/PD			RV	moved-no violation	PD	
Hiawatha	840	Oct-22	Andrea Lendborg	DPW/PD			Unregistered vehicle/trees	licensed-no violation	PD/DPW	
Indian Hills	504	Sep-22	Mary Mikalson		Removal of blight	<a href="#">261-6</a>	Pontoon (boat) in driveway		PD	
Indian Hills	430	Sep-22	David Edwards		Removal of blight	<a href="#">261-6</a>	Trailer w/ golf cart and camper on street		PD	
Indian Hills	605	Oct-22	Matthew Rennebohm	DPW/PD			Trailer in driveway	moved-no violation	PD	
Indian Hills	504	Oct-22	Mary Mikalson	DPW/PD			Boat		PD	
Indian Hills	411	Oct-22	Lewis Lewellin	DPW/PD			RV		PD	
Indian Hills	403	Oct-22	Ronald Klug	DPW/PD			Trailer		PD	
Jackson St	359	Oct-22	Tom Esslinger	DPW/PD			Junk		PD	
Jamie Road	1018	Oct-22	Raymond Walsh	DPW/PD			RV in the road		PD	
Jaystone	1080	Oct-22	Richard Stone	DPW/PD			Junk in driveway		PD	
Jaystone Street	940	Oct-22	Wally Ritter	DPW/PD			Boat in driveway		PD	
Jaystone Terr	1085	Sep-19	KSA Waterloo LLC; Ben Waterloo LLC LS DR		Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	C.B. has made contact. No reply from owner. 02/22/2022 no follow up		SB	
Jefferson St	135	Oct-22	Corey Besl	DPW/PD			Boat in driveway	v/w 10.23.2022	PD	
Jefferson St	144	Oct-22	Patricia Schickert	DPW/PD			Junk/Unregistered vehicle		PD	
Jefferson St.	254	Sep-22	McKay Nursary		Building unmaintained,fix or removal.	<a href="#">140-15</a>	Building is falling in and infested with rodents.	Pictures taken, BI talked with owner, They are currently working on this project, will take a while	SB	
Jefferson St.	254	Oct-22	McKay Nursary	DPW/PD					SB	
Jills Ct	1015	Oct-22	Patrick Brown	DPW/PD			Weeds		DPW	
Knowlton	334	Oct-22	Ami & Bradley Bauer	Mayor	Removal of blight	219-5	Awning falling down			
Knowlton	340	Oct-22	Arnulfo De La Cruz	Mayor			Lawn		DPW	
Knowlton St	580	Sep-21	Waterloo Apartments LLC		(1) Structural damage to front rear of building needs correcting; (2) Garbage around dumpsters requires cleanup	<a href="#">219-5(B)(3) and 219-5B(7)(b) Safe &amp; Sanitary Maintenance of Property</a>	Notice sent to Waterloo Apartment LLC 9/30 with CC to PD, CT & Donnie Rook with 30 days notice 2/22/2022verbal compliant by tenant who complained that all site violations were in compliance. Have not verified compliance.		SB	
Knowlton St	530	Oct-22	Bryon Bergeron	DPW/PD			Junk		PD	
Knowlton St	334	Oct-22	Bradley Bauer	DPW/PD			House needs repairs		PD	
Knowlton St #204	590 APT #204	Sep-21	Waterloo Apartments LLC		Properly maintained exterior property areas, foundation, floor & roof	<a href="#">Muni Code 219--5b(3) and 219-5b(7)(b)</a>	CB letter to property owner 9/30/2021		SB	

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Knowlton St.	520	Sep-22	Tim and Jennifer Marek		Removal of dead tree	<a href="#">261-3 Public nuisance affecting health</a>	Dead tree in yard is a hazard to public and property owner. Falling on sidewalk and road.		DPW/PD	
Lum Ave	920	Sep-22	Kenneth Frandel		Removal of Junk Property and inoperable vehicles	<a href="#">261-6</a>	Two citations issued.	Two citations issued	PD	
Lum Ave	920	Oct-22	Kenneth Frandel	DPW/PD			Junk		PD	
Lum Ave	1030	Oct-22	Matthew Ruechel	DPW/PD			Business		PD	
Lum Avenue	717	Oct-22	Beyer Family Enterprises	DPW/PD			RV in the driveway	moved- no violation	PD	
Lum Avenue	816	Oct-22	John Reeve	DPW/PD			Trailer in front yard		PD	
Main St	1208	Oct-22	D Port Properties LLC	DPW/PD			Junk Cars		PD	
Maple Street	207	Oct-22	Craig Setz	DPW/PD			Trailer in road	moved-no violation	PD	
Minnehaha	414	Oct-22	James Reynolds	DPW/PD			RV in driveway	moved-no violation	PD	
Minnetonka	218	Oct-22	David Arians	DPW/PD			Trailer in front yard		PD	
N Monroe	508	Oct-22	Benjamin Fruend	DPW/PD	Removal of blight	219-5	Junk behind the garage		PD	
N Monroe St	129	Jan-16	Keri Sellnow		Complete 1st floor build-out to code per conditional use	<a href="#">§140-19 Violations and penalties</a>	20/25/21 remains in non-compliance. Owner in violation C.B. 2021 QTR 1 communication. Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor. 2/22/2022Visual verification of bottom floor occupant has moved out. I have not been inside to verify.	Owner sold building "Kari Sellnow"	SB	
Oak St	1332	Oct-22	Lorna Bredehorn	DPW/PD			Trailer in driveway		PD	
Pierce St	707	Oct-22		DPW/PD			Junk		PD	
Porter St	130	Oct-22	Jay Killary	DPW/PD			RV		PD	
PORTLAND RD	208	May-20	GORDON D YELK & DEBRA A YELK		Remedy collapses garage. No blighting conditions	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/25/21 Reinspected and confirmed violations, 10/1 sent certified letter; 10/21 cert. letter received, will reinspect in 30 days 2/22/2022: all exterior is compliant. Building is NOT compliant at this time. Verbal with owner as to razing west half of building this year?	owner sold property but garbage has not been removed. Collapsed garage has been removed.	SB?	
Portland Rd	230	Oct-22	James Steindorf	DPW/PD			Junk Vehicles		PD	
Portland Rd	208	Oct-22	Gordon Yelk	DPW/PD			Junk		PD	
S Jackson St	408	Oct-21	Joseph Archie			<a href="#">?</a>	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up		SB	
S Jackson St	270	Oct-22	Tired Iron Buyer LLC	DPW/PD			Holes in building		SB	
S MONROE ST	261	Jun-20	ANDREW V GRUNEWALD		No blighting conditions	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/20/21 reinspected & verified violations, 10/21/21 letter sent certified to owner. Waiting on cert. mail receipt to start the 30 days after receipt			

[illegible]

[illegible]

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Commerical Ave.	700	Sep-22	AB&E	Numerous complaints	Smells	<a href="#">261-3 Public nuisance affecting health</a>			SB, PD	
E Madison St.	362	1/1/2015 - Sept 2022- Oct 2022	Jeremy Uttech		Property owner maintaining clean property; no dangerous work garage	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Pending action (C.B. verbal) Continue to watch. A residential property formerly zoned commercial; owner has a history of storing scrap on site and selling items on lawn. Repeated combustion incidents in garage. 2/22/2022 Cert and regular mail sent 2/10/22 regarding violations of wood pile in front yard, metal scrapping zoning violation. Cert. Mail received 2/11/22. 15 days to comply with zoning. <b>October 2022-Junk in driveway</b>		SB/PD	
E Madison Street	469	Dec-21	Esmeralda Aguero		Removal of blight		Blight complaint from neighbor routed to Police Department and Building Inspector. 2/22/2022certified mail sent 2/10/22 and signed for. Have inspection scheduled on 3/4 to gain access to rear and verify violations.		SB/PD	
Jaystone Terr	1085	Sep-19	KSA Waterloo LLC; Ben Waterloo LLCLS DR		Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	C.B. has made contact. No reply from owner. 02/22/2022 no follow up		SB	
Jefferson St.	254	Sep-22	McKay Nursary	Numerous complaints	Building unmaintained,fix or removal.	<a href="#">140-15</a>	Building is falling in and infested with rodents.	Pictures taken, BI talked with owner, They are currently working on this project, will take a while	SB	
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		Owner of		Who					Who is	NMC
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N Monroe St	129	Jan-16	Keri Sellnow		Complete 1st floor build-out to code per conditional use	<a href="#">§140-19 Violations and penalties</a>	20/25/21 remains in non-compliance. Owner in violation C.B. 2021 QTR 1 communication. Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor. 2/22/2022Visual verification of bottom floor occupant has moved out. I have not been inside to verify.	Owner sold building "Kari Sellnow"	SB	
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S Jackson St	408	Oct-21	Joseph Archie			<a href="#">?</a>	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up		SB	
W Polk St	435	Oct-21	Molly King			<a href="#">?</a>	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up		SB	
S Jackson St	270	Oct-22	Tired Iron Buyer LLC	DPW/PD			Holes in building		SB	
S. Jackson St	275	Jun-17	Tired Iron Buyer LLC		Property owner investment in warehouse repairs after sale of property from City to property owners <u>and no blight</u>	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	2019-08-28 New construction results in resolution. Terminus of Beech Rd (private property) collects storm water from street leading to ponding of stagnant water		SB	
W Madison St	662	Oct-22	Chad Decaluwe	DPW/PD			Business		SB	
W Madison St	688	Oct-22	Wallymart LLP	DPW/PD			Old Gas station		SB	
Washington	306	Oct-22	Jeffery Grotjahn	DPW/PD			Outbuilding falling down		SB	

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Hiawatha	840	Oct-22	Andrea Lendborg	DPW/PD			Unregistered vehicle/trees	Licensed, no violation	PD/DPW	
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Jaystone	1080	Oct-22	Richard Stone	DPW/PD			Junk in driveway		PD	
Jaystone Street	940	Oct-22	Wally Ritter	DPW/PD			Boat in driveway		PD	
Jefferson St	135	Oct-22	Corey Besl	DPW/PD			Boat in driveway	v/w 10.23.2022	PD	
Jefferson St	144	Oct-22	Patricia Schickert	DPW/PD			Junk/Unregistered vehicle		PD	
Knowlton St	530	Oct-22	Bryon Bergeron	DPW/PD			Junk		PD	
Knowlton St	334	Oct-22	Bradley Bauer	DPW/PD			House needs repairs		PD	
Knowlton St.	520	Sep-22	Tim and Jennifer Marek		Removal of dead tree	<a href="#">261-3 Public nuisance affecting health</a>	Dead tree in yard is a hazard to public and property owner. Falling on sidewalk and road.		DPW/PD	
Lum Ave	920	Sep-22	Kenneth Frandel		Removal of Junk Property and inoperable vehicles	<a href="#">261-6</a>	Two citations issued.	Two citations issued	PD	
Lum Ave	920	Oct-22	Kenneth Frandel	DPW/PD			Junk		PD	
Lum Ave	1030	Oct-22	Matthew Ruechel	DPW/PD			Business		PD	
Lum Avenue	717	Oct-22	Beyer Family Enterprises	DPW/PD			RV in the driveway	moved, no violation	PD	
Lum Avenue	816	Oct-22	John Reeve	DPW/PD			Trailer in front yard		PD	
Main St	1208	Oct-22	D Port Properties LLC	DPW/PD			Junk Cars		PD	
Maple Street	205	Oct-22	Craig Setz	DPW/PD			Trailer in road	moved, no violation	PD	
Minnehaha	414	Oct-22	James Reynolds	DPW/PD			RV in driveway	moved, no violation	PD	
Minnetonka	218	Oct-22	David Arians	DPW/PD			Trailer in front yard		PD	
N Monroe	508	Oct-22	Benjamin Freund	DPW/PD	Removal of blight	219-5	Junk behind the garage		PD	
Oak St	1332	Oct-22	Lorna Bredehorn	DPW/PD			Trailer in driveway		PD	
Pierce St	707	Oct-22		DPW/PD			Junk		PD	
Porter St	130	Oct-22	Jay Killary	DPW/PD			RV		PD	
Portland Rd	230	Oct-22	James Steindorf	DPW/PD			Junk Vehicles		PD	
Portland Rd	208	Oct-22	Gordon Yelk	DPW/PD			Junk		PD	



Street	Property #	Open Date	Owner of Property	Who Complained/follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
Streator	210	Oct-22	John Eggert	DPW/PD			Boat		PD	
Sunrise Ct	975	Oct-22	Grant Fulford	DPW/PD			Trailer in driveway		PD	
Sunrise Ct	921	Oct-22	Kyle Kling	DPW/PD			Junk		PD	
Taylor St	450	Oct-22	Michael Pranke	DPW/PD			Junk/boat		PD	
Taylor St	339	Oct-22	Battenberg Properties	DPW/PD			Unregistered vehicles/Junk	Bread truck-licensed	PD	
Van Buren	576	Oct-22	Terry Sauer	DPW/PD			RV in yard	Parked per ordinance-No violation	PD	
W Madison St	213	Oct-22	P Hart Family Limited Partnership	DPW/PD			Junk		PD	
W Polk St	366	Oct-22	Teri Kovacs	DPW/PD			Unregistered vehicle		PD	
Washington	516	Oct-22	James Marshall	DPW/PD			Junk		PD	

Street	Property #	Open Date	Owner of Property	Who Complained/follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
West Madison St	213	Jan-16	Bill Hart		Use in compliance with zoning code	<a href="#">§385-12 C-1 General Commercial District</a>	J.Q. to address. Use changed from printing to warehousing, no conditional use granted therefore an illegal use	Sent to certified letters 8.30.2022 & 9.14.2022	City Hall/NMC	

Street	Property #	Open Date	Owner of Property	Who Complained/ follow up with	Desired Outcome
S MONROE ST	261	Jun-20	ANDREW V GRUNEWALD		No blighting conditions

Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/20/21 reinspected & verified violations, 10/21/21 letter sent certified to owner. Waiting on cert. mail receipt to start the 30 days after receipt			

**TARGET AREA:** The Target Area where Grant Funds shall be allowed for use are improved parcels within the Beaver Dam Redevelopment District, as previously established by the City Council (which may be periodically amended) and for a period of two years, on parcels located at 100-200 Front Street. The Beaver Dam Redevelopment District lies within the TID #6 boundaries or within ½ mile of the TID #6 boundary as allowed by TIP laws (map attached).

**COVERED PROPERTIES:** Properties eligible shall be any improved, non-residentially zoned, parcels within the boundaries of the Target Area.

Positive Increment Projection: Based on current projections it is reasonably anticipated that available positive increment generated in TID #6 for all uses in accordance with the TID #6 project plan will be \$25,000 per year through calendar year 2020. The mandatory end date of TID #6 is 2036.

**TERM:** It is anticipated that the term of the program will be the life of TID #6, or until available Grant Funds have been used, whichever occurs first. The initial terms of the program shall be upon passage and approval of this document by the Common Council of the City of Beaver Dam through calendar year 2020. Grant Funds immediately available shall be in the amount of \$100,000, thus leaving additional funds available for other projects as may be approved by the Common Council. After expiration of the initial terms and/or the use of the initial Grant Funds, the program may be extended by action of the Common Council of the City of Beaver Dam. If prior to the expiration of the initial term it becomes necessary to utilize available increment for other TIF #6 project purposes, the Common Council may, by resolution, suspend this Grant Program. Additionally, any amendments to the Downtown Grant Guidelines as set forth herein shall require Common Council approval.

**GENERAL GUIDELINES/USE OF GRANTS:** TID #6 was designed as a "Blight" TIP, as such, the use of Grant Funds shall be specific to facade or exterior building improvements (awnings are excluded except on properties located at 100-200 Front Street) which will enhance the visual appearance and marketability of existing structures within the Target Area. Grant Funds shall not be used for landscaping, signage, or improvements in which the projected useful life of the improvement is less than 10 years.

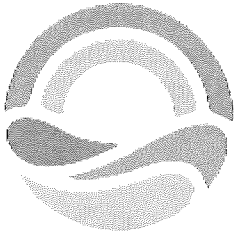
The Target Area identified on the map encompasses the area covered under the City's Downtown Redevelopment District. The City has established Design Review Guidelines administered by the Landmark Commission for properties within the Downtown Redevelopment District. As such, all projects in the Target Area seeking Grant Funds under this program shall be in conformance with the Design Review Guidelines as may be applicable at the time of application for Grant Funds.

Property owners or applicants shall be allowed to self-perform work provided that the work is completed in a professional workmanlike manner. In the case of self-performed work only the cost of materials shall be considered for matching Grant Funds.

Property owners using professional contractor services shall submit a minimum of two (2) bids for review and final approval by the Landmark Commission with regard to dollars that may be made available under the Grant Program.

All completed projects shall be subject to inspection or review by a designated City employee or official before payment of Grant Funds.

**FACADE PAINTING:** The original guidelines of the Grant shall be interpreted to include funding of exterior painting of walls facing a public right-of-way within the Redevelopment District on buildings identified by the Building inspector as needing painting improvements to eliminate blighted conditions. The minimum total project cost for the Facade Painting provision shall be \$2,000.00 within the maximum reimbursable percentage being 50%.



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**Business**

# **Belleville Façade Improvement Grant Program INTRODUCTION**

The Belleville Façade Improvement Grant Program (Program) has been established to stimulate exterior building improvements in the downtown area. The program is administered by the designated Program Administrator (Administrator).

## **PURPOSE**

The purpose of the Program is to provide 50% matching grants to existing commercial buildings for preservation, restoration & maintenance. Program resources should produce visible changes to commercial building facades. Changes should reinforce the historic character of the district, especially by restoring original historic structures and architectural details. Since funding sources are limited, priority will be given to projects demonstrating the most substantial positive impact on aesthetic quality and historic accuracy.

## **TARGET AREA**

The Program is available to all downtown businesses located within the Downtown Design District.

## **ELIGIBILITY**

### **Building**

Funds must be used for façade rehabilitation of existing commercial buildings within the Downtown Design District.

- Buildings do NOT need to be formally designated as historic by the State of Wisconsin or the National Park Service to be eligible for the Program, nor will participation in the Program establish such formal designation.
- All properties must be conforming uses or legal nonconforming uses under the Village's zoning ordinance.
- Properties will not be eligible if any special assessments, real estate taxes or personal property taxes are delinquent.
- Only one grant per property will be allowed each calendar year.
- Buildings with multiple tenants must be remodeled in a unified manner.

### **Applicants**

Owners, tenants, or owner/tenant joint ventures may submit applicants under this program. Tenants must submit written approval of the property owner, evidence of their leasehold interest.

### **Activities**

Eligible Activities - Eligible activities shall include but are not limited to the following:

- Improvements visible from the public right-of-way or BellevilleCommunityPark.
- Improvements that bring a structure into conformance with applicable Downtown Design Standards.
- Repair and/or replacement of original building materials and decorative details that are deteriorated or missing.
- Repair of non-original materials that cannot be removed due to deterioration of the underlying original building material.
- Cleaning of exterior building surfaces.
- Tuck pointing and masonry repair.
- Painting.
- Signage, in conformance with approved Downtown Design Standards.

### **Ineligible Activities**



The following are not eligible for inclusion in this Program:

- Improvements that alter a feature regulated by the Downtown Design Standards but do not result in conformance with those standards
- Roof repairs
- Construction of new buildings
- Structural additions to existing buildings
- Purchase of property and/or buildings
- Equipment
- Interior fixtures & furnishings
- Inventory or operating capital

# PROGRAM FUNDING

The program contains a matching grant. All grant funds are allocated and administered by the Administrator, with final approval provided by the Belleville Community Development Authority (CDA) and Plan Commission (PC). Grants are awarded on a first come, first serve basis. Buildings shall be eligible for grant funding only once per calendar year. And each building is eligible for a maximum funding of up to \$5,000 per calendar year. Façade Grant funds shall be allocated to specific projects based on the following formula:

- 50% matching grant up to \$5,000
- Funds are available up to the amount budgeted annually by the Village of Belleville. Grants amounts and formulas are subject to change.

# DESIGN STANDARDS

All applicants shall utilize the Belleville Downtown Design Standards as a guide for designing improvements to buildings. For purposes of grant funding applications, applicants should follow both the “standards” and the “recommendations” provided in the Downtown Design Standards. If the subject property is listed on the National Register of Historic Places, improvements must comply with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 1990).

# APPLICATION PROCESS

- Applicant obtains application form and copy of Downtown Design Standards from Administrator to develop ideas for improvements.
- Based upon a design concept, the applicant obtains two (2) preliminary cost estimates from contractor(s) selected by the applicant.
- Applicant completes an application and submits to CDA. Application will include:
  - Statement of project objective
  - Description of work to be completed
  - Plans and drawings
  - Schedule for completion of work
  - Itemized cost estimate for entire project
  - Two (2) cost estimates for all work to be completed by contractors
  - Total grant request
  - List of any permits needed to comply with Village ordinances
- A non-refundable application fee of \$100 must be submitted with the application. Make check payable to: Belleville CDA.
- The CDA will contact applicants within 14 days of the review.
- If the application is approved by the CDA, the Administrator will fill out the Project Agreement Form, including any special conditions of approval. This Agreement must be signed by both the applicant and the applicant's chosen contractor for the project, and the original returned to the Administrator. If the application is not approved by the CDA, the Administrator will explain the reasons for rejection, and what, if any, steps can be taken to gain approval.
- Projects that commence prior to approval by the CDA do so at their own risk but may be eligible for a grant if the proposal conforms to the Downtown Design Standards and is for an eligible activity, as determined by the CDA. In such cases, the CDA will review the application at the next regular meeting following the filing of the application and make the necessary determinations. In no case shall a grant be approved by a project that was completed or started more than six months prior to the date of application submittal.

## POST APPLICATION PROCEDURE

- Projects must be started within two (2) months of approval and completed within twelve (12) months.
- Changes in the approved work specifications must be approved by the CDA. Unapproved changes may void the grant award.
- Approved changes will be attached to the original application and must be dated and signed by the Administrator.

- Administrator or Village Building Inspector may review work at any time to confirm compliance with approved plans. Applicant must contact Administrator when work is completed to arrange final review. Applicant and Administrator will tour and review work together to verify compliance with the approved plans.
- Both applicant and Administrator must sign off on the Project Completion Form before the grant payment will be made to the applicant, indicating that the completed work conforms to the approved application and that proof of payment to contractors has been provided.
- Grants will be paid within 14 days after the Administrator signs the Project Completion Form.

#### Facade Improvement Grant Application Form

**Belleville Façade Improvement Grant Program**

**APPLICATION FORM**

Property Address \_\_\_\_\_  
Property Owner Name \_\_\_\_\_  
Business Name (if applicable) \_\_\_\_\_  
Applicant Name \_\_\_\_\_  
Applicant Phone Number \_\_\_\_\_  
Applicant Email \_\_\_\_\_

To be  
completed by  
Grant  
Program  
Administrator

1) Project Objective

☐

2) Description of work to be completed

☐

3) Plans and Drawings (attach)

☐

4) Itemized cost estimate (attach additional sheets if necessary)

☐

5) Contractor cost estimates (attach two or more estimates)

☐

6) Total grant amount requested (\$5,000 maximum, up to 50% of cost)

☐

\$ \_\_\_\_\_

7) Permits needed to comply with Village ordinances

☐

Date  
Completed  
Application  
Received

\_\_\_\_\_

**Belleville Façade Improvement Grant Program**

**PROJECT COMPLETION FORM**

Property Address \_\_\_\_\_

Applicant Name \_\_\_\_\_

Date of Application approval by CDA \_\_\_\_\_

Grant amount approved by CDA \$ \_\_\_\_\_

Date of Administrator review of completed work \_\_\_\_\_

Approved work is completed \_\_\_\_\_ → ☐

Comments:

Completed work conforms to approved plans \_\_\_\_\_ → ☐

Comments:

Construction quality appears adequate \_\_\_\_\_ → ☐

Comments:

Contractors have been paid (proof of payment attached) \_\_\_\_\_ → ☐

This work meets the requirements of Belleville Façade Improvement  
Grant Program and funding will be provided by the CDA \_\_\_\_\_ → ☐

\_\_\_\_\_  
Administrator Name

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



## **CITY OF CEDARBURG FAÇADE IMPROVEMENT PROGRAM**

### **GOALS AND OBJECTIVES**

The City of Cedarburg is interested in actively supporting initiatives that will enhance the appearance of the historic downtown area and other retail/commercial areas within the City; therefore, the City has created the Façade Improvement Program (FIP). This program is intended to encourage building façade improvements by providing financial assistance in the form of grants and/or loans to incentivize building façade improvements in and around the City's commercial districts.

### **THE SELECT COMMITTEE**

The FIP Select Committee is herein created to administer the FIP and is composed of the following members:

- Mayor
- Council Chair
- Financial Committee Chair
- Landmarks Commission Member
- Plan Commission Member

### **POLICY STATEMENT**

The Select Committee will accept and consider applications for the program for projects that will improve or enhance the condition and appearance of properties located within the City's commercial districts.

The Select Committee is the sole authority for approval or denial of applications to this program. The Select Committee reserves the right to deny any application that is found to be inconsistent with the vision, strategy, and intent of FIP.

It is the intent of the City of Cedarburg and the Select Committee that the funds from this program serve as development incentives to encourage the desired kind of improvements that are sensitive to Cedarburg's history and to increase the overall tax base.

The Select Committee will work with local lenders and others to maximize the leverage of the FIP dollars so that the result is the maximum possible development. It is further intended that the Select Committee's use of the program is to supplement, not compete with, capital that may already exist.

Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

## **FINANCIAL ASSISTANCE & INCENTIVES**

The City has established the FIP to provide financial assistance to commercial property owners in the City to rehabilitate the exteriors of their properties. The City's financial assistance is designed to enhance the historical character of the downtown area by providing financial incentives to property owners whose rehabilitation plans seek to restore some of the historic character to their properties. Preference will be given to historic buildings; however, other buildings may be eligible, but all awards will be at the sole discretion of the Select Committee. Preference will also be given to those who have not applied previously.

## **ELIGIBLE APPLICANTS**

To be eligible for funding, a proposed project must meet all the following minimum requirements:

- Property location. Owners of commercial real estate properties located within the B-1, B-2, and B-3 Districts.
- Private Funds Leverage. One dollar of private sector investment shall be provided for each dollar of program investment. Private sector investment is defined as financing from a private lending institution, public sector funding programs, or new equity that is part of the project.
- Financial Feasibility and Viability. The applicant shall demonstrate that the proposed project is viable, and they have the economic ability to repay any loan.
- Compliance with Applicable Laws. Applicants shall comply with all applicable local, State and Federal laws and codes.

The City's financial participation shall be limited to 50% of the rehabilitation costs up to a maximum per project of \$5,000. The availability of funds for the FIP is subject to annual appropriation of \$20,000 in 2022, 2023, and 2024. Awards for assistance under the program will be made on a first-come, first-served basis. The deadline for applications will be March 1 of each year. If funds are not committed to the FIP by March 1, for projects in the downtown area, funds may then be used for:

- Other façade improvement projects throughout the City.
- Façade and/or beautification projects undertaken by the City to improve the downtown area.

## **TYPES OF PROJECTS ELIGIBLE FOR PROGRAM FUNDING**

The Select Committee retains the sole discretion to determine if a project is eligible for program funding base on the expected improvement and enhancement of the condition and appearance of the property. The types of projects include, but will not be limited to:

### **Eligible Improvements:**

- Cleaning of building exterior.

- Painting.
- Masonry repair and tuck pointing.
- Structural improvements of a permanent or fixed nature that increase property value or viability.
- Energy efficiency and safety improvements.
- Other repairs that may improve the aesthetic quality of the building (such as removal of metal or wood material covering historic façades).
- Repair to building exterior façades including front, rear and side façades, repairing or replacing cornices, entrances, doors, windows, decorative details, and awnings.
- Signage removal, repair or replacement when included as part of a comprehensive façade improvement project.
- Other labor and materials used to rehabilitate the façade. In cases where property owners hire a contractor to complete the work, the contractor must be licensed and registered with the City of Cedarburg or approved through the Select Committee.

Ineligible Improvements:

- Demolition of buildings.
- Inappropriate cleaning methods, repairs, or replacement.
- Installation of metal or vinyl siding.
- Interior improvements.
- Roofing.
- Parking lots.

**TYPES OF AWARDS AVAILABLE**

Grants.

**GRANTS TERMS AND CONDITIONS**

Amount.

The maximum amount of a single grant may not exceed \$5,000.

Matching Amount.

Grants may be provided in an amount up to 50% of the total project cost.

Application Status.

Applicants must be in good standing with the City of Cedarburg, with current taxes and utilities paid in full. Any outstanding building code violations must be resolved by the conclusion of the project. The applicant must provide proof of property and liability insurance prior to the start of the grant performance period.

Eligible Projects.

Grants will be awarded for projects that will improve the façade of any building or property. The façade is defined as the side of the building facing the street and each side of the building.



#### Reimbursement Basis.

Grants will be provided on a reimbursement basis only, upon full project completion. Payment of an approved grant will require submittal of all project invoices, receipts, or similar documentation of actual costs incurred in the completion of the project. No funds will be disbursed until the property is in complete compliance with the building code.

#### Combined Funding.

Grants will be provided in addition to, or independent of, loans issued under this program subject to review and approval of separate application of each means of assistance.

#### Required Documentation.

Applicants must document the sources of all matching funds.

#### Grant Agreement.

Within six months of the Select Committee approval, applicants must enter into a Grant Agreement with the Select Committee, obtain any required building permit(s), and commence work.

#### Start Date.

Projects cannot start prior to grant approval.

#### Completion Date.

The project will be completed and grant funds requested no later than two years from the date of the Grant Agreement. Extensions may be authorized subject to sufficient justification.

### **APPLICATION PROCESS**

All applicants for program funding will be required to complete an application form, and provide verifiable data which demonstrates that their proposed projects are economically feasible and will produce improvements for the subject property. Applicants will be notified whether their application is complete and may be granted additional time to provide requested information or make necessary corrections. Applications will not be considered complete until the following required attachments have been received:

- Photos of existing conditions of the subject property.
- Architectural drawings, renderings, or photos of the proposed project, if applicable.
- Copies of estimates, bids, contracts, or quotations to be done in connection with the project.

### **APPLICATION SELECTION PROCESS:**

#### Select Committee Review.

Applications will be reviewed by the Select Committee for completeness and accuracy. Applicants will be notified whether their application is complete and may be granted additional time to provide requested information or make necessary corrections.

#### Select Committee Recommendation.

The Select Committee will make its recommendation to the Common Council, and the Council will review and approve each individual application.

Notification.

All applicants will be notified in writing of the Common Council's decision.

**AWARD CRITERIA:**

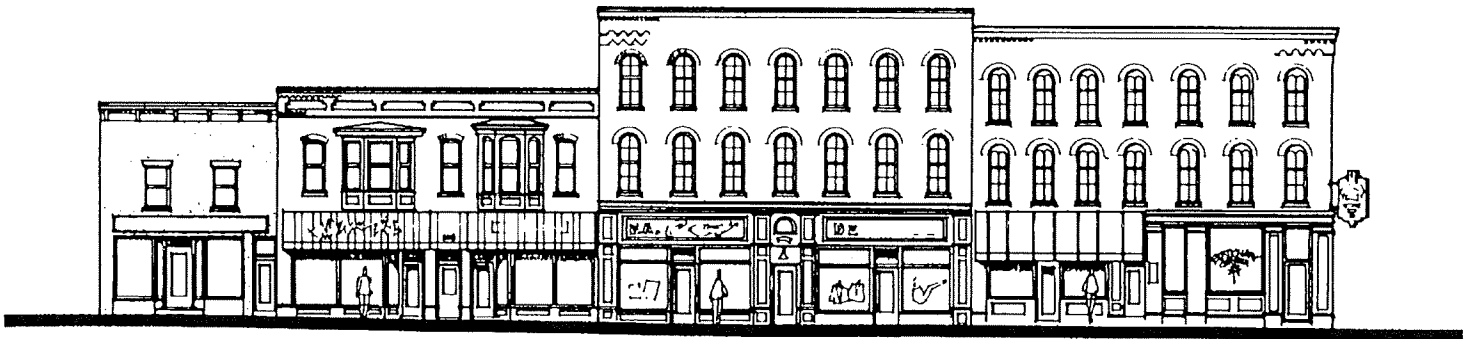
- Grants will be awarded based on availability of funds.
- Expected impact of the project, both on the subject property and the surrounding area.
- Project increase in property value.
- Environmental or safety hazard elimination.
- Expected increase in energy efficiency.
- Improvement of accessibility.
- Compatibility with the aesthetics and general appearance of the downtown district or surrounding area.

**MORE INFORMATION**

For more information please call (262) 375-7917

# CITY OF EDGERTON

## APPLICATION FOR DOWNTOWN FAÇADE AND SIGN IMPROVEMENT PROGRAMS



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## **GENERAL INSTRUCTIONS FOR SUBMITTING APPLICATIONS**

1. Applications must be turned in at City Hall.
2. All applications must be complete as well as signed and dated (Page 6).
3. Submit the original application and appropriate attachments (Page 6) to:

Attn: Façade and Sign Improvement Application  
City Hall  
12 Albion Street  
Edgerton, WI 53534

4. Unless the requirement to have an architect's drawing is waived by the RDA, all applications must be accompanied by a sketch by an architect approved by the RDA.
5. If you have questions:  
Contact City Hall via telephone or e-mail:  
(608)884-3341 or [rflanigan@edgerton.wi.gov](mailto:rflanigan@edgerton.wi.gov)





**FAÇADE AND SIGN IMPROVEMENT APPLICATION**

Note: You may apply to be considered for the grant and loan program.

\*For instance if you checked the box indicating an application for the façade improvement grant and loan programs, you would first be considered for the grant program, if not awarded funding for the grant program, you will be considered for the loan program.

**Application for:**

Façade Improvement Grant Program only

☐

Sign Improvement Grant Program

☐

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Property Owner \_\_\_\_\_  
(If different from applicant)

Applicant Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Location of Property \_\_\_\_\_  
(If different from above address)**Part I: Scope of Project**

Please check any of these items that will be improved in your proposed project. The “other” category below allows you to include items that may not be listed. Please elaborate on any of these items in the blank area below as appropriate.

Replace awnings \_\_\_\_\_

Repaint trim \_\_\_\_\_

Replace windows \_\_\_\_\_

Replace signage \_\_\_\_\_

Replace siding \_\_\_\_\_

Replace/renovate doors \_\_\_\_\_

Masonry work \_\_\_\_\_

Paint building exterior \_\_\_\_\_

Other \_\_\_\_\_



**Part II: Value to Downtown**

Describe the value of the project to the Downtown. Include statements and documentation of previous investments you have made in the property for which you are applying. How will this project improve the overall image of Downtown.

**Part III: Property Location**

Describe the location of the property. Include statements about the property's visibility or coordinated efforts with neighboring properties to do improvements. Explain why the property's location is important to the Downtown.

**Project Costs**

Estimated Total Project Cost \_\_\_\_\_  
(Please complete budget worksheet on next page)

\*Maximum Sign Request = Total project cost x 0.40      Sign request \_\_\_\_\_

\*\*Maximum Grant Request = Total project cost x 0.40      Grant request \_\_\_\_\_  
(Maximum grant request cannot exceed \$5,000)

\*Sign applicants must provide a minimum of 60% of the total project cost.

\*\*Grant applicants must provide a minimum of 60% of the total project cost.



---

## APPLICATION CHECKLIST

Each line must be initialed by the person who signs the application, certifying that all items are included in the submitted proposal.

Required application submittal includes (as applicable); please include items in the following order:

- \_\_\_\_\_ Initialed Application Checklist (page 6, this page of the packet)
- \_\_\_\_\_ Completed Application (page 4 and 5 of this packet)
- \_\_\_\_\_ Photograph(s) of existing façade and building
- \_\_\_\_\_ Architect's drawing
- \_\_\_\_\_ Plans
- \_\_\_\_\_ Specification of paint and proposed materials
- \_\_\_\_\_ Project timetable
- \_\_\_\_\_ At least two cost estimates (construction bid for proposed work)
- \_\_\_\_\_ Completed Budget Worksheet (page 7 of this packet)

By signing below, the applicant certifies that all the information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Signing this application also verifies that the improvements proposed adhere to the City's *Downtown Design Guidelines*. Verification may be obtained from any source named herein.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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120 East Lakeside Street  
Madison, Wisconsin 53715  
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va@vandewalle.com  
©Vandewalle & Associates 2000



# **BUDGET WORKSHEET**

## **EXTERIOR**

### **Estimated Project Costs**

(Please include copies of bids)

Masonry work	\$ _____	Paint	\$ _____
Carpentry	\$ _____	Electrical	\$ _____
Windows	\$ _____	Doors	\$ _____
Awnings	\$ _____	Signage	\$ _____
Other _____	\$ _____	Other _____	\$ _____
<b>Total Estimated Cost</b>		<b>\$ _____</b>	

While only costs associated with exterior improvements can be used as a match, applicants are encouraged to submit improvements planned for the interior of their building, as it may increase the score of the application.

## **INTERIOR**

### **Estimated Project Costs**

Structural work	\$ _____	Paint	\$ _____
Carpentry	\$ _____	Electrical	\$ _____
Tenant Improvements	\$ _____	Other _____	\$ _____
Other _____	\$ _____	Other _____	\$ _____
<b>Total Estimated Cost</b>		<b>\$ _____</b>	



d The project application must be approved before the work commences on the project. Expenses incurred before the project application is approved are not eligible for reimbursement.

e. Submittal of two 8 by 10 "after" photographs upon completion of project and to ensure reimbursement.

2) The program functions on a reimbursement basis. The property owner can request reimbursement for pre-approved project expenses by submitting a reimbursement request form with proof that the expenses have been paid to the contractor or supplier.

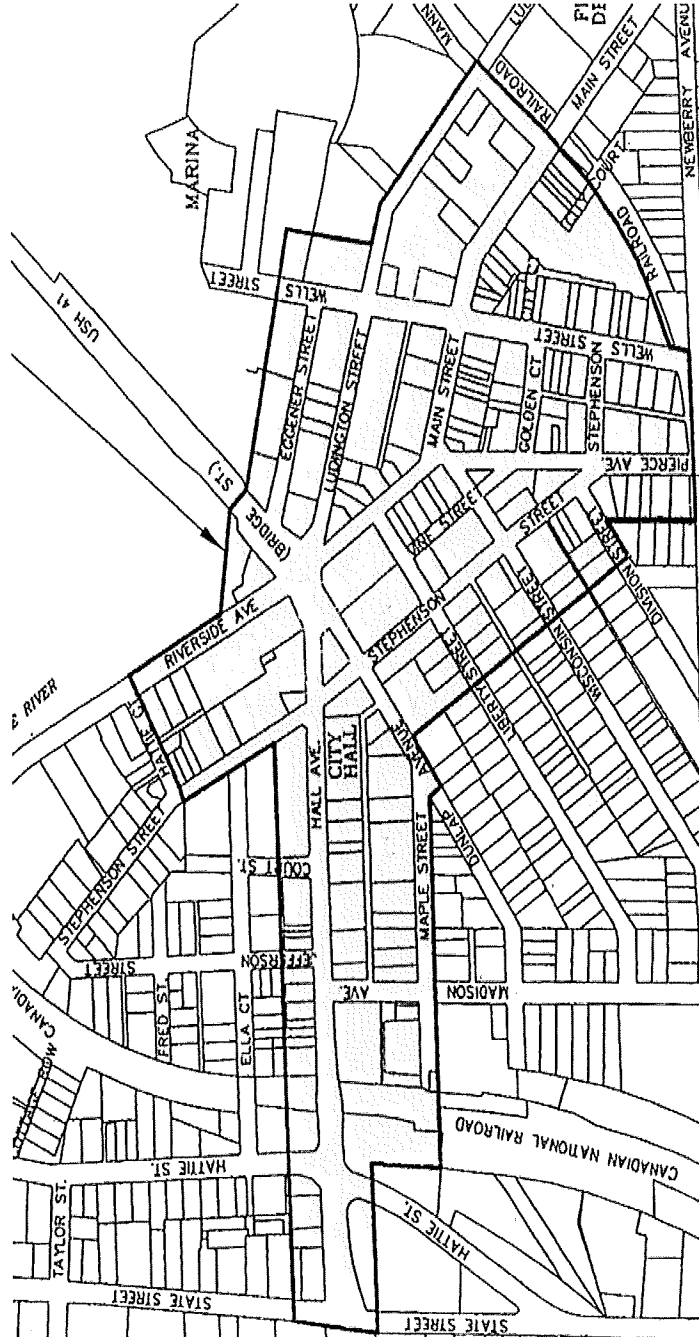
3) Any changes in the scope of work included in the approved application must be pre-approved by the FIP Review Committee. Deviation from an approved plan may disqualify the applicant from the grant program.

4) Projects must be completed no later than December 31st of current awarded year for the March 1st application deadline. Projects must be completed no later than December 31st of the following awarded year for the September 1st application deadline. Any change in the project scope from the original application must be approved by the FIP Review Committee.

# Marinette

expanding horizons

## Mapped Areas of Façade Improvement Concentration



## Façade Improvement Program

### The City of Marinette

Community Development Office  
1905 Hall Avenue  
Marinette, WI 54143-1716  
715.732.5139  
jkust@marinette.wi.us

## The City of Marinette Façade Improvement Program (Revised and Effective For CY 2017)

The goal of the Façade Improvement Program (FIP) is to encourage improvements that stress the historic significance and uniqueness of downtown structures through building restoration.

The City of Marinette is interested in actively supporting initiatives that will enhance the appearance of the downtown area and the retail/commercial areas near Menominee Harbor that include businesses along Ogden and Hosmer Streets. (The downtown area includes the streets shown on the map with the brochure.)

The City has established the Façade Improvement Program (FIP) to provide financial assistance to commercial property owners in the downtown area to rehabilitate the exteriors of their properties. The City's financial assistance is designed to enhance the historical character of the downtown area by providing financial incentives to property owners whose rehabilitation plans seek to restore some of the historic character to their properties.

Preference will be given to historic buildings, however, other buildings may be eligible but all awards will be at the sole discretion of the selection committee. Preference will also be given to those who have not applied previously. The selection committee is composed of the following: Historic Preservation Chairman, Plan Commission Chairman, a Representative of the Community Development Office, City Engineer, Finance Committee Chairman and the Finance Director.

The City's financial participation shall be limited to 50% of the rehabilitation costs up to a maximum per project of \$10,000.00. Property owners may receive such assistance from the City once in a three-year period per building. The same property owner may apply for another building which also seeks City participation. The availability of funds for the FIP is subject to annual appropriation of \$20,000.00 or additional appropriation by the City Council. Awards for assistance under the program will be made on a first come first served basis. The deadlines for applications will be **March 1st and September 1st** of each year. If funds are not committed to the FIP by March 1, for projects in the downtown area, funds may then be used for : 1) projects throughout the City, consistent with the intent of the program, with preference given to those projects having the greatest direct or indirect impact on the downtown program area, 2) projects undertaken by the City to improve the downtown area.

**Funds may only be used for exterior repairs or improvements.**

### A. Eligible Improvements:

- 1) Repair to building exterior façades including front, rear and side façades.
- 2) Masonry repair and tuck pointing.
- 3) Cleaning of building exterior.
- 4) Exterior painting.
- 5) Repairing or replacing cornices, entrances, doors, windows, decorative details and awnings.
- 6) Signage removal, repair or replacement when included as part of a comprehensive façade improvement project.
- 7) Other repairs that may improve the aesthetic quality of the building.
- 8) Removal of metal or wood material covering historic façades.
- 9) Other labor and materials used to rehabilitate the

façade. In cases where property owners hire a contractor to complete the work, the contractor must be licensed and registered with the City of Marinette or approved through the Façade Improvement Committee.

### B. Ineligible Improvements:

- 1) Interior improvements.
- 2) Roofing and parking lots.
- 3) Inappropriate cleaning methods, repairs, replacements.
- 4) Installation of metal, vinyl siding.
- 5) Demolition of buildings.

### C. Grant Policy:

The City will not discriminate against any contractor/ consultant because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S.51.01 (5), Wis. Stats., sexual orientation or national origin.

### D. Program Implementation:

- 1) Application Implementation:
  - a. The applicant must submit a completed application by the March 1st or September 1st deadlines. **Please call the Community Development Office 715.732.5139 to request an application or go online to: [www.marinette.wi.us](http://www.marinette.wi.us).**
  - b. The application must include plans which show: 1.) All proposed work, including any structural work or repairs; 2.) Price quotes from two retail suppliers for projects that involve material costs only and no labor costs; 3.) A schedule for completion of the project; 4.) Samples of paint colors must be included in the application and; 5.) Samples of other materials may be requested as part of the project review.
  - c. The application must submit two 8 by 10 "before" photographs.

**City of Marinette, Wisconsin  
Facade Improvement Program (FIP)  
Application Form  
(Revised December 19, 2016)**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Tax ID#/SSN \_\_\_\_\_

Project Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Building Owner: \_\_\_\_\_ Tax ID#/SSN \_\_\_\_\_

Address \_\_\_\_\_

Is the Applicant a commercial tenant of the project building?      Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed project start date: \_\_\_\_\_

Proposed project completion date: \_\_\_\_\_

What is the existing use of the building? \_\_\_\_\_

Will the project result in a change in the use of the building? \_\_\_\_\_

Summary of Eligible Improvement Costs			
List Proposed Work	Contractor(s)	Finish Date	Cost Estimate
Total:			

The undersigned application affirms that:

- A. The information submitted is true and accurate to the best of the applicant's knowledge.
- B. I have read and understand the conditions of the Facade Improvement Program and agree to abide by its conditions and guidelines.
- C. I understand that all work completed on the project must follow the description of approved methods and materials listed in the above section. Any variance from the agreed upon procedure, without prior approval, may result in forfeiture of any grant for which I may have qualified.

Signature of Applicant(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Please provide the following attachments:**

- **Photographs of project building on all four sides and renderings of finished product**
- **Copy of lease, land contract or deed**
- **If tenants, you must provide owner's written authorization**
- **At least two (2) written bids/quotes for work to be completed that involve material costs only and no labor costs**
- **At least two (2) written bids/quotes for work to be completed that exceed \$5,000 and involve a combination of material and labor cost estimates**
- **Design plan or detailed description of work to be completed**

## 2022 Main Street Façade Program

The purpose of the Façade Grant is to provide a resource to help businesses and building owners with their revitalization efforts to stimulate exterior building improvements in a targeted area within the downtown area.

The following design guidelines are the basis for the award and approval of Façade improvement financial assistance under the program. These guidelines can help you make design decisions for your façade restoration. They also are intended to maintain the character and spirit of Downtown Marshfield and to make your project a success. **Work must be pre-approved prior to starting and follow the Downtown Design guidelines in order to be eligible for the program. Work that does not follow the guidelines is not eligible for funding.**

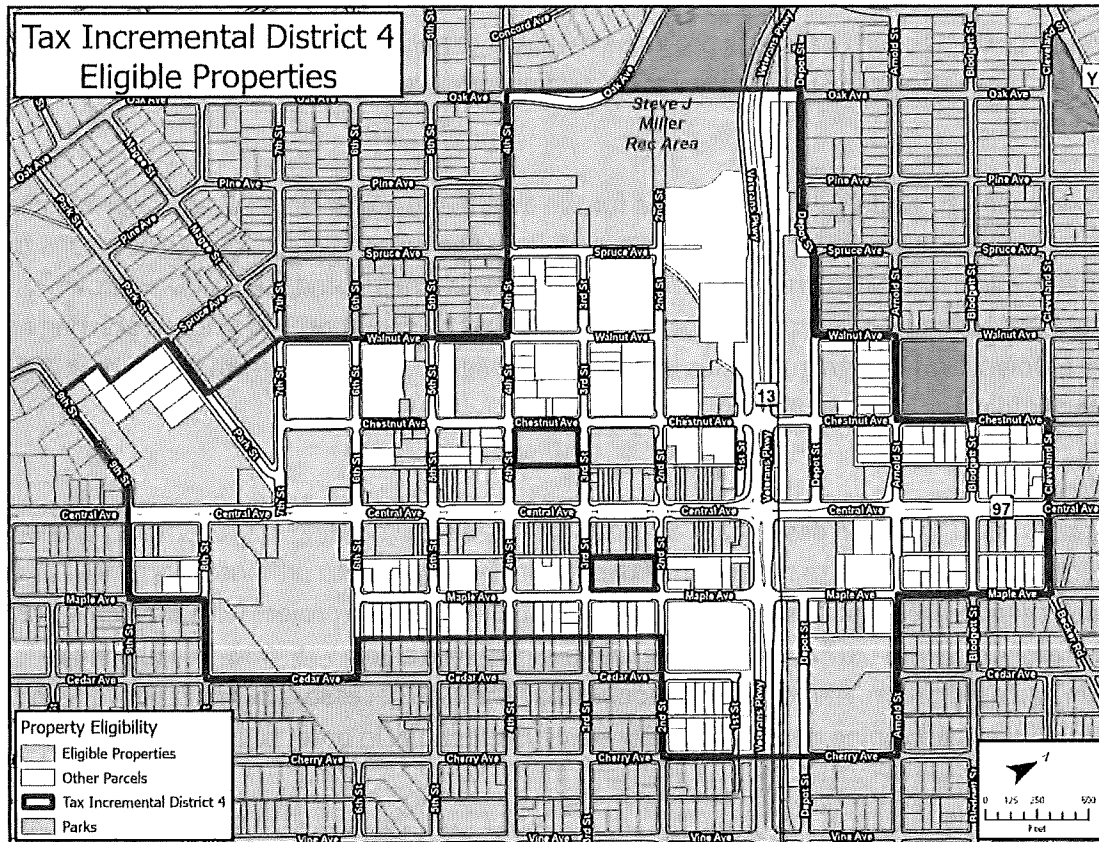
***Grant Program***

For 2022, **\$60,000** has been designated as funds for façade and building improvements within TIF #4. The intent of the grant is to restore the buildings in the area and to promote Marshfield as a pedestrian friendly area. **Applicants are encouraged to discuss their project with the City's Zoning Administrator (715-486-2077) and Commercial Building Inspector (715-486-2016) prior to submitting an application. Awardees are required to obtain all necessary building permits and to complete all required zoning approvals and building inspections in order to be eligible for reimbursement.**

***Ineligible Properties***

- Properties that the only use is residential
- Properties that are tax exempt
- Properties with any outstanding fees or taxes owed to the City of Marshfield

## Eligible Properties



- Properties that are located within the boundaries of TIF #4 excluding properties that are only residential or tax exempt properties;
- The applicant must be the property owner or a tenant with written permission from the property owner;
- The project must meet all state and local building codes and zoning requirements;

## Eligible Improvements

- All façade improvements must follow the principles and guidelines of the Marshfield City Code, Downtown Master Plan, and the Main Street Marshfield Design Guidelines to ensure compatibility with the existing downtown, and help to create a uniform and coordinated streetscape that is attractive and functional.
- Restoration and rehabilitation of your building's exterior wall(s) which face a public street, public alley, or public parking lot. Grant and matching project costs include
  - Back-alley Entrance and Facade
  - Front Entrance and Facade
  - Signage\*
  - Doors and windows\*
  - Wall treatments (painting, acid washes, etc. for non-historic/non-Register eligible properties). For designated historic or eligible properties painting/staining in accordance with historic standards for historic buildings.

- Details (light fixtures, awnings, etc.)\*
- Rear entrance accessibility and paving
- Not to exceed 50% of the eligible project costs with a maximum grant of \$40,000.
- Building additions that meet local building codes and zoning requirements and the principles and guidelines of the Program. Reimbursement cost of up to \$15/square foot of addition project area, not to exceed 50% of the eligible project costs with a maximum grant of \$40,000.

\* Costs associated with these improvements may only be considered for matching grant funds if they are part of an overall building improvement project. **Just replacing your awning, signage, doors, windows, or fixtures does not meet the intent of the program and will not qualify for matching grant funds. A combination of those projects may be eligible.**

Property owners looking to modify the exterior of their buildings should consult the Downtown Design Guidelines. Work must follow the Design Guidelines in order to be eligible for funding. Work not in accordance with the Design Guidelines is not eligible.

#### *Ineligible*

- Furniture, fixtures, and equipment
- Roof repair when not visible from the street
- Removal of architecturally significant features
- Purchase of property
- Inventory or operating capital
- Any activity completed prior to receiving final approval of grant funds
- Properties that are only used as residences

#### *Historic Buildings*

Properties listed on the National or State Registers of Historic Places or deemed eligible might be eligible for Federal and/or State Tax Credits. Owners/applicants may be able to leverage Main Street Interior Rehabilitation funds with tax credits. Applicants are strongly encouraged to seek guidance from the State Historic Preservation Office (SHPO) early in the process. Interior work must meet the Secretary of the Interior's Standards for Rehabilitation if the applicant seeks historic tax credits.

All structural and decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. Buildings that are an integral element of a historic streetscape, should reflect and complement the character of the surrounding area to the greatest extent possible. Work proposed to historic structures that does not meet the Downtown Design Guidelines or Secretary of the Interior's Standards for Rehabilitation may be denied funding.



### ***“Buy Local”***

Whenever possible, Applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

### ***Award Reimbursement***

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements. For example if a total renovation project costs \$50,000, but only \$25,000 of the projects consists of eligible projects, the maximum award that can be granted is \$12,500. All necessary government approvals, building permits, and taxes are not eligible for reimbursement.

Projects approved for grant assistance will be required to submit a written request to release the funds upon completion of the entire project. Copies of all invoices and receipts related to the façade improvements must accompany the request for release of funding. Invoices and receipts shall clearly explain the related work (i.e. \$ for square feet of brick cleaning).

The City reserves the right to accept or reject any and all applications in whole or in part. The City may refuse reimbursement in whole or part for work that:

- Does not conform to the program design guidelines.
- Does not conform to the proposal submitted with your application and described in the grant agreement
- The invoice or receipt does not clearly define the completed work.
- Project is not completed by December 31, 2022.
- Work that was started before approval of grant agreement.
- Did not obtain required zoning approvals or building permits for the work completed.

### ***Application Process***

- 1.) Complete the attached façade application and deliver to the City of Marshfield at the address listed below. Only applications that contain all required information will be considered for funding.
- 2.) City staff will review the application to determine whether the proposed work complies with City ordinances.
- 3.) (If applicable) – for historic properties where seeking tax credits – Obtain SHPO approval at this point if this has not already occurred.
- 4.) Applications are reviewed by the Main Street Design Committee to determine to determine the project’s compliance with the specific standards contained within this Program Description as well as with other components of the Downtown Master Plan and Design Guidelines.
- 5.) Main Street Design Committee approves, approves with conditions, or denies applications. The applicant may appeal the Main Street Design Committee decision to the Economic Development Board (EDB). The applicant would have to submit an appeal request to the Development Services Director who would place the appeal request on the next EDB agenda.

In the event of an appeal the Economic Development Board then reviews the application and makes the final decision on the application.

The Design Committee will begin their review of all requests as they are received, and determine which project or projects best meet the Program's objectives. The Committee may also interview the applicant(s) to gather additional information about the project. The application process is a competitive one. Grant awards are based on available funding and some projects might not be funded or may only be partially funded.

If your request for financial assistance is approved, you will receive a written agreement of the grant award detailing: the amount of funding approved, any terms and/or conditions of the approval, as well as how the funds will be released.

**Application Reviews:**

Deadline for first review of applications is Friday, April 1, 2022 at 4:30 pm.

**Applications should be emailed to City Planner Steven Wiley at: [Steven.Wiley@ci.marshfield.wi.us](mailto:Steven.Wiley@ci.marshfield.wi.us)  
or by mail at:**

**City of Marshfield**

**Attn: Steven Wiley**

**207 W 6<sup>th</sup> St**

**Marshfield, WI 54449**

**Phone: (715) 486-2074**



# CITY OF MILTON

## FAÇADE IMPROVEMENT PROGRAM

### *GUIDELINES*

- I. Introduction & Program Intent** – The Common Council has authorized the creation of this program. The purpose of the Façade Improvement Program is to encourage the upgrade and renewal of the exterior facades, signs, and architectural features of existing commercial buildings within Tax Incremental Financing (TIF) Districts, or within a half-mile of designated TIF Districts, that is sufficient in scope to produce visible improvements to the building's exterior. The front, side, and rear of buildings are included in this program.

The program provides grants for projects that will help maintain and enhance the overall attractiveness and commercial viability of commercial districts; as well as supporting the health and growth of individual businesses. The program is intended to provide financial incentives in order to spur individual investment into one's own business and/or building. The grant funds are meant to serve an important yet secondary role to private financing for improvement projects.

- II. Program Goals & Objectives** – The Common Council has developed the following set of goals regarding enhancements to any TIF Districts. Essentially, this program is intended to provide for an enhanced appearance that is consistent with the goals of the TIF projects.

- A. Maintenance and Improvement
  - 1. Encourage public and private efforts to improve the area.
  - 2. Promote the attractiveness of Milton as a location for new businesses.
  - 3. Encourage the maintenance, expansion, and improvement of existing buildings.
  - 4. Promote the TIF Districts as vital parts of the City.
- B. Promote the Development and Creation of Downtown Businesses.
  - 1. Improve the viability of the traditional downtown areas within the TIF districts as important commercial areas in the City.
  - 2. Promote new business development.
- C. To enhance and increase property values within the TIF Districts.

**III. Project & Applicant Eligibility**

- A. General – Available funds will be used to provide grant monies for the purpose of improving the public exteriors of buildings within TIF Districts and applicable TIF proximities.
- B. Designated Area – The Façade Improvement Program applies to the exterior facades, signs, infrastructure, and architectural features visible from the public right of way of commercial properties within TIF 7 and 10 or within a half-mile of the boundaries of TIF 6, 9, or 10 that are located within the City of Milton, as identified on the attached maps. Properties outside of the map shall have the right to appeal to the Common Council for consideration to be included in the grant program.

C. Minimum Requirements

1. Projects shall occur within the established boundaries of the TIF Districts, unless a project meets every other criteria but is within proximity of the district boundaries so that façade improvements will assist in pursuing the objectives of the project plans (as determined by the Common Council).
2. Projects shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the Common Council may allow completion extensions upon request of the applicant. The Common Council reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable City zoning and development standards and requirements.
4. Projects shall be consistent with and further the stated goals and objectives of the program and project plans.
5. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Common Council.
6. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.

D. Eligible Activities Included, but not limited to:

1. Repair/replacement of the original building's materials and decorative details.
2. Cleaning of exterior building surfaces.
3. Tuck pointing and masonry repair.
4. Painting of exterior building surfaces.
5. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement of existing signs and awnings.
7. New signage and awnings.
8. Landscaping improvements.
9. Permanent exterior lighting.
10. Qualified professional design services.
11. Other activities as designated by the Common Council.

E. Non-Eligible Activities included, but not limited to:

1. Interior improvements.
2. Purchase of property.
3. Construction of a new building.
4. Fixtures and equipment.
5. Removal without replacement of architecturally significant features and design elements.
6. Any activity that is not consistent with the TIF project plan and program goals.
7. Sidewalk repairs, unless necessitated by eligible façade improvements as listed in III.D above.
8. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
9. Other activities as designated by the Common Council.

#### IV. Program Terms and Conditions

##### A. General Requirements

1. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Common Council may require drawings to be submitted by an architect. The plans must include:
  - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"=100'.
  - b. Elevations of any façade proposed to be altered, ideally drawn to scale at least 1/8"=1'; each elevation drawing should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any). Perspective renderings of the proposed project and / or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
  - c. Current condition photos to provide adequate "before and after" shots.
  - d. Construction / reconstruction time schedule, noting start and completion date.
2. **Applicants MUST submit at least one contractor proposal that MUST be used for construction/installation;** however it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind. The actual Common Council approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the City as indicated in IV.A.10 below. The Common Council retains the right to request additional proposals.
3. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
4. Applicants, if tenants, must have the written permission and approval from the respective property owner.
5. Projects must be consistent with the TIF District Project Plans.
6. Applicants must take out the appropriate building or sign permits. Fee waivers shall not be allowed, unless approved by the Common Council.
7. Applicants who are delinquent with their real estate or personal property tax or have outstanding monetary balance due to the City for any other reason are not eligible until said issues are resolved, or authorized by the Common Council.
8. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval.
9. Payment shall be made on a reimbursement basis upon completion of construction/installation.
10. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Common Council.
11. The Common Council reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.

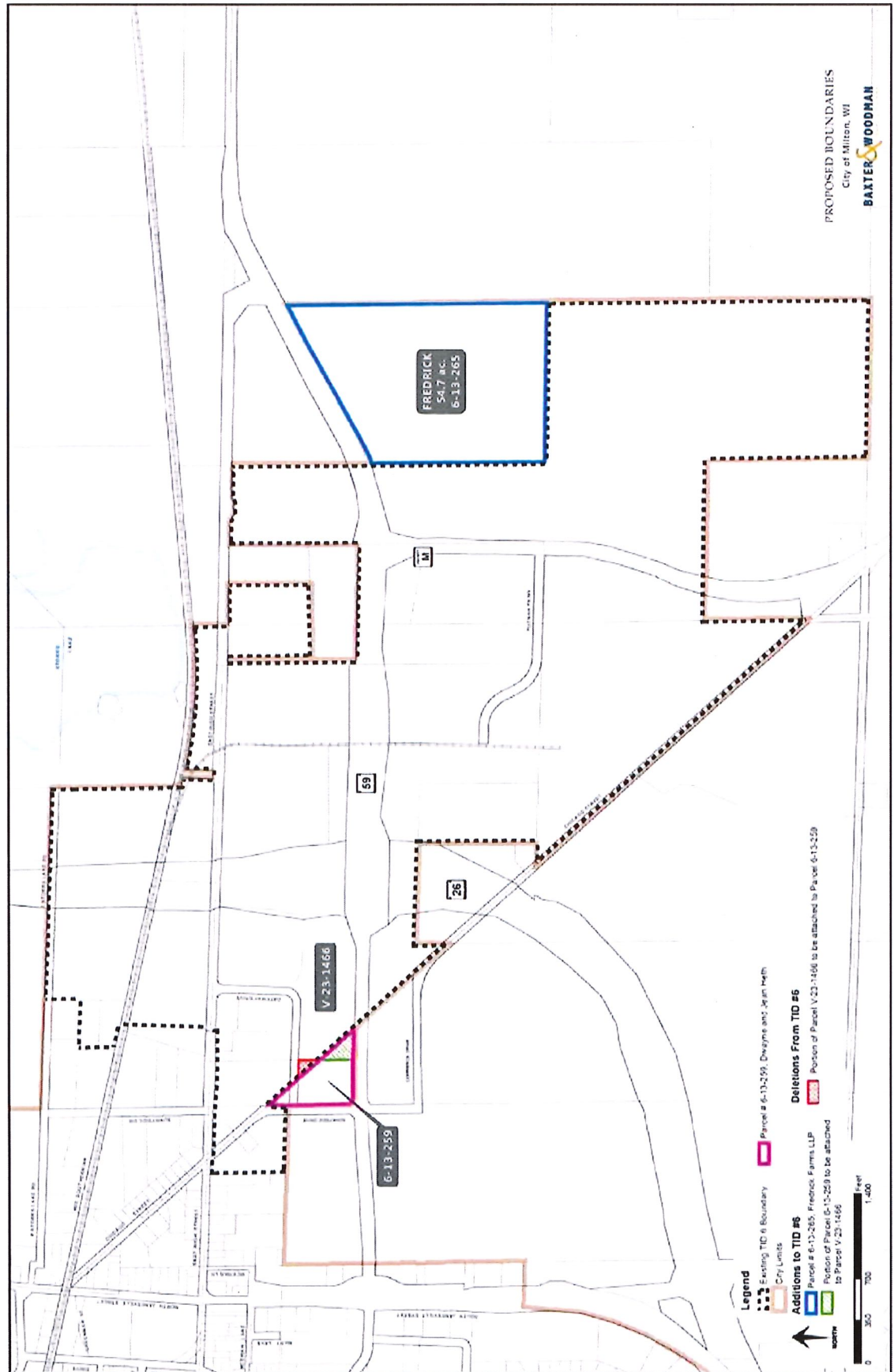
- B. Approval Authority - Common Council will have the ultimate authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects.
- C. Funding Availability
  - 1. The program is specifically a grant program based on the criteria below.
  - 2. The Common Council has available a limited amount of funding. The program is considered first-come, first-serve. Grants may be awarded only if the Common Council has adequate funds available for this program.
  - 3. Facade Improvement Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however such costs shall be the sole responsibility of the applicant.
  - 4. Grant awards may not exceed either \$5,000 or 25% of the assessed value of improvements on the property, whichever is lower.
- D. Expiration - The façade improvement program will expire if one of the following occurs:
  - 1. When the allocated TIF project plan funds have been spent, unless additional funding has been authorized by the Common Council.
  - 2. When the allowable TIF expenditure period has expired.
  - 3. When the Common Council chooses to eliminate or amend the program.

**V. Façade Improvement Program Procedures**

- A. Applicant meets with City staff for initial project discussion.
- B. Applicant submits grant application to City, and required contractor proposal/quote to staff (according to Sec. IV.A.2. in these guidelines), containing all of the requirements specified in these guidelines. Applications must include detailed drawings and specifications. A drawing and specifications must be submitted. The Common Council may require drawings to be prepared by an architect.
- C. Common Council reviews plans and approves or denies funding request. If approved, the Common Council may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
- D. Applicant submits building and/or sign permit with final design plans as required by City code.
- E. Building Inspector reviews and approves permit.
- F. A “letter of agreement” is drafted by City staff that identifies the terms of the agreement. All parties execute said letter.
- G. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to Sec. IV.A.9. in these guidelines.
- H. Construction/Installation is completed within one (1) year of grant award.
- I. Applicant contacts Building Inspector to request project review to see if all code requirements and Common Council imposed conditions have been met. Building Inspector signature is required on the Project Close-Out form.
- J. Applicant provides itemized paid invoices for the project and/or proof of payment to City staff, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.

- K. Once Finance Director / Treasurer has reviewed the Project Close-Out form and paid invoices/proof of payment, the Finance Director shall reimburse the applicant.









# CITY OF MILTON

## FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION

Applicant Information	
Contact Name	Contact Address
Business Name	Project Address
Day Phone	Alt. Phone
FAX	E-Mail
Type of Organization <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____	Federal ID #

Building Owner Information (if different than applicant)	
Owner Name	Owner Address
Day Phone	Alt. Phone
FAX	E-Mail

NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.

General Project Information	
Proposed Start Date	Proposed Completion Date
Contractor Name, Address & Contact Info	Budget Estimates  Total Project Estimate: \$ _____ Façade Grant Request: \$ _____ Private Funds: \$ _____ Private Loans: \$ _____ Other Funding: \$ _____

### Project Description

Describe the overall project and scope of work (attach additional pages if necessary):

How does this project meet the goals and objectives as detailed in the Façade Improvement Program Guidelines (attach additional pages if necessary):

Please provide the required attachments listed below:

- ☐ One (1) copy of drawings / design plans (per Sec. IV.A.1.).
- ☐ Contractor proposal (s) (per Sec. IV.A.2.).
- ☐ Historical photos of property if available.
- ☐ Electronic copy of all documents and application.

**Certification:** The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Milton Façade Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Façade Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Office Use Only	
Date Application Received:	Does applicant have outstanding delinquent taxes or municipal code violations?
Common Council Review Date:	<input type="checkbox"/> Approved w/o conditions <input type="checkbox"/> Approved w/conditions (see attached) <input type="checkbox"/> Denied (reasons below)
Authorized Grant Amount:	Reason for Denial if Applicable:
Common Council Reimbursement Approval Date:	Date Check Issued:



**CITY OF MILTON**

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**FAÇADE IMPROVEMENT PROGRAM**  
***PROJECT CLOSE-OUT***

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Façade Improvement Program guidelines and consistent with the nature of this application.

Contractor Signature:	Date:
Applicant Signature:	Date:
Building Owner Signature (if applicable):	Date:
Building Inspector Signature:	Date:
Mayor Signature:	Date:



# Village of New Glarus

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319 Second Street • PO Box 399 • New Glarus, WI 53574 • 608-527-2510 • [www.newglarusvillage.com](http://www.newglarusvillage.com)

## Façade Improvement Grant Program Guidelines

### Façade Improvement Grant Program Purpose

The purpose of the Façade Improvement Grant Program is to provide financial assistance for a portion of costs associated with publicly visible exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown New Glarus. Attractive building facades and properties support and encourage local business and can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners and tenants to reinvest in the downtown area, the Village of New Glarus offers financial incentives, through small matching grants, to assist in the exterior improvement of these properties.

The eligible Façade Improvement Grant area is more specifically defined as the parcels and building within or immediately adjacent to the boundaries of Tax Increment District No. 4 (TID #4) (See attached map).

Whenever possible, applicants are strongly encouraged to use local contractors and financial institutions to complete all task associated with their property renovation.

### Applicant Eligibility Requirements

Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants, located within the defined downtown area, are eligible to request funding. The property owner must approve of the project if a tenant is the applicant. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are ineligible for funding. Governmental entities, religious institutions, non-profits, and public/quasi-public authorities are also ineligible for Façade Improvement Grant funding. Members of the Village Board, Community Development Authority, or any other official, employee, or agent of the Village of New Glarus, who exercises decision-making functions or responsibilities in connection with the implementation of this program are ineligible to participate in this program nor shall participate in the decision for grant applications for their business or family member business.

### Grant Amounts and Bidding Requirement

The Façade Improvement Grant program has an initial allocation of \$20,000. Grants may be provided in an amount not to exceed fifty percent (50%) of the total project cost, or a maximum award of \$5,000 per property for eligible exterior improvements. Alternative amounts may be approved by the Village Board on a case-by-case basis. The applicant/owner/tenant must document their matching fifty percent (50%) financial contribution with non-Village or non-Community Development Authority (CDA) funds. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period. Applicants shall obtain and submit at least two (2) written bids or cost estimates for eligible project expenses from different contractors, or provide the CDA with a detailed, written explanation as to why it is not feasible to meet this requirement.

---

*An equal opportunity/affirmative action employer.*

### Eligible Expenses

Eligible exterior/façade improvements include, but are not limited to, the following:

- Façade restoration, including documented historic elements
- Landscaping
- Masonry repair, tuck-pointing, and cleaning
- Exterior painting
- Doors and entrances
- Code compliant signage
- Code compliant awnings
- Exterior lighting
- Window repair or replacement
- Professional installation and labor costs related to exterior projects

### Ineligible Expenses

As this program is primarily intended to maintain the historic and Swiss look and feel of the existing building stock in the downtown area, the following expenses are not eligible under this grant program:

- New building construction or interior improvements
- Tinted windows
- Non Code compliant awnings or signage
- Electric signage
- Security systems
- Roofing or roof repairs
- **Renovations not previously approved by the Historic Preservation Commission, Plan Commission and/or Swiss Design Review Committee**
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- Paving
- **Renovations started prior to receiving final approval of the grant request**

The Village maintains a separate Revolving Loan Fund program where some of the ineligible façade grant activities may be deemed eligible for revolving loan fund consideration.

### Grant Performance Requirements

Within six (6) months of Village Board approval, applicants must enter into a grant agreement with the Village, obtain a building permit, **and commence work**. Projects, including final inspection, shall be completed within twelve (12) months from the date of Village Board approval. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Village Board in writing. The Village will notify the applicant in writing of its approval or denial of the grant request, and any requested extensions.

The applicant shall comply with all Village ordinances relating to the project. The applicant shall assist and actively cooperate with the Village to ensure contractors comply with all applicable provisions of the Ordinances, and with the rules, regulations, and relevant orders issued by the Village pursuant to such provisions of the Ordinances.

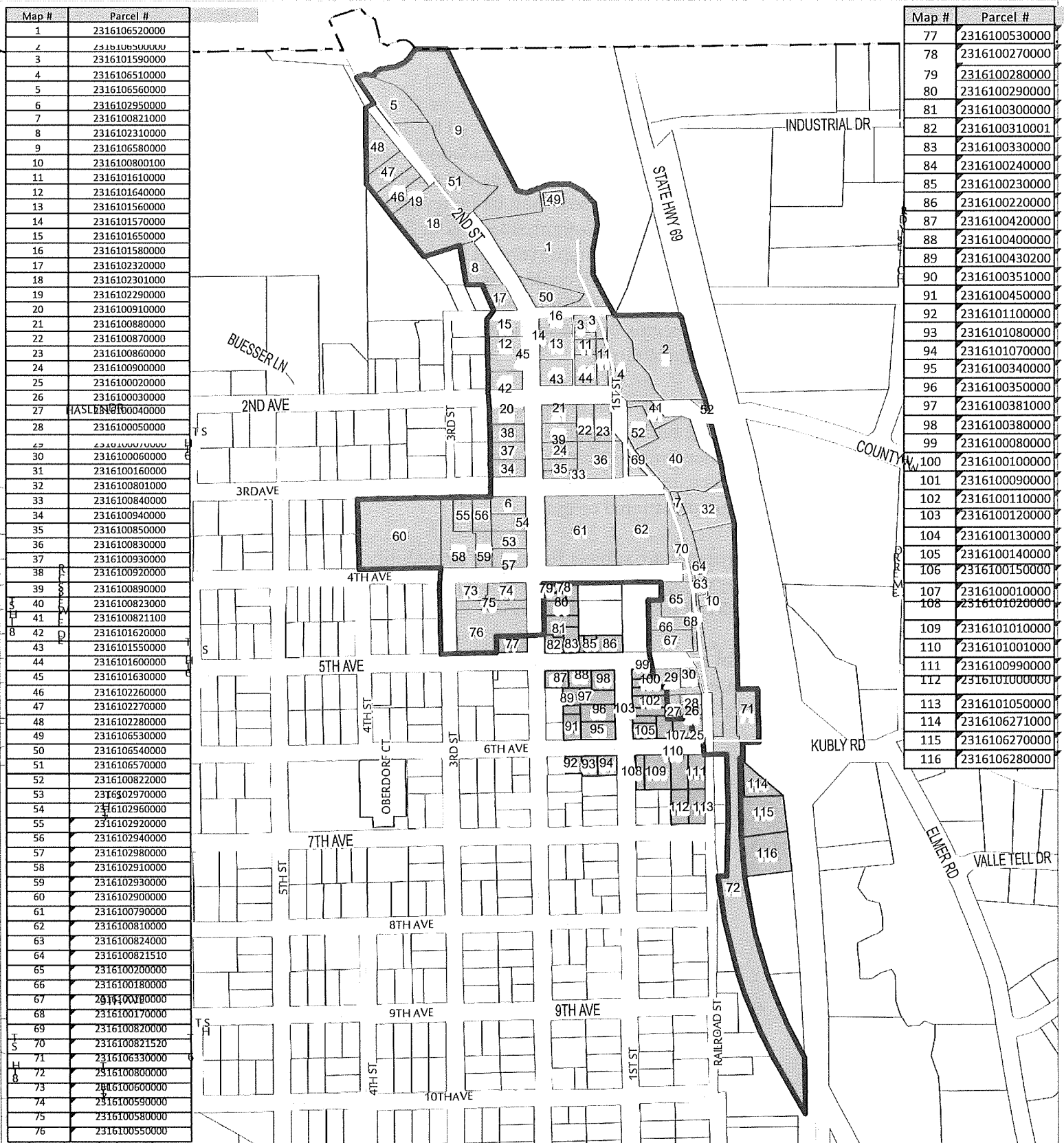
**Program Administration**

Initial applications for the grant program will be reviewed by the Village's Community Development Authority, who will provide a recommendation to the Village Board on whether to grant the request. Projects deemed eligible for funding are subject to Village Board approval. As applicable under Village Ordinances, projects shall be reviewed for code compliance by the Historic Preservation Commission, Plan Commission, and/or Swiss Design Review Committee prior to Village Board review of a façade improvement grant application. Successful applicants are required to enter into a grant agreement contract with the Village in order to receive funding. In order to qualify, the applicant cannot start on their project until after receiving all necessary approvals and permits. If work begins before application approval, the Village shall not fund the project with a Façade Improvement Grant.

Applicants must be in good standing with the Village of New Glarus, with current taxes and fees paid in full, and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.

Grant awards under this program are subject to funding availability, and nothing herein shall create an obligation for the Village to provide any grant funding to any applicants. The grant program awards are considered first-come, first-serve.

Please see the Façade Grant Application Form for additional terms, conditions, and information on the application procedure. All questions should be directed to Village Administrator Bryan Gadow at 608-527-5971 or [bgadow@newglarusvillage.com](mailto:bgadow@newglarusvillage.com).



# TID #4 Territory Amendment

VILLAGE OF NEW  
GLARUS GREEN

## LEGEND

- Municipal Boundary
- Existing TID #4 Boundary
- Existing TID #4 Parcels
- Proposed TID #4 Parcel Additions
- Parcels

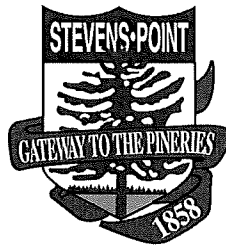
DATA SOURCES:  
BASE DATA PROVIDED BY GREEN  
COUNTY.

E 0 125 250 500 Feet

**MSA**  
MULTIMEDIA SERVICES



# City of Stevens Point



## Façade Improvement Grant Program Tax Increment Finance (TIF) District VI – Downtown

## Façade Improvement Grant Program – TIF District VI (6)

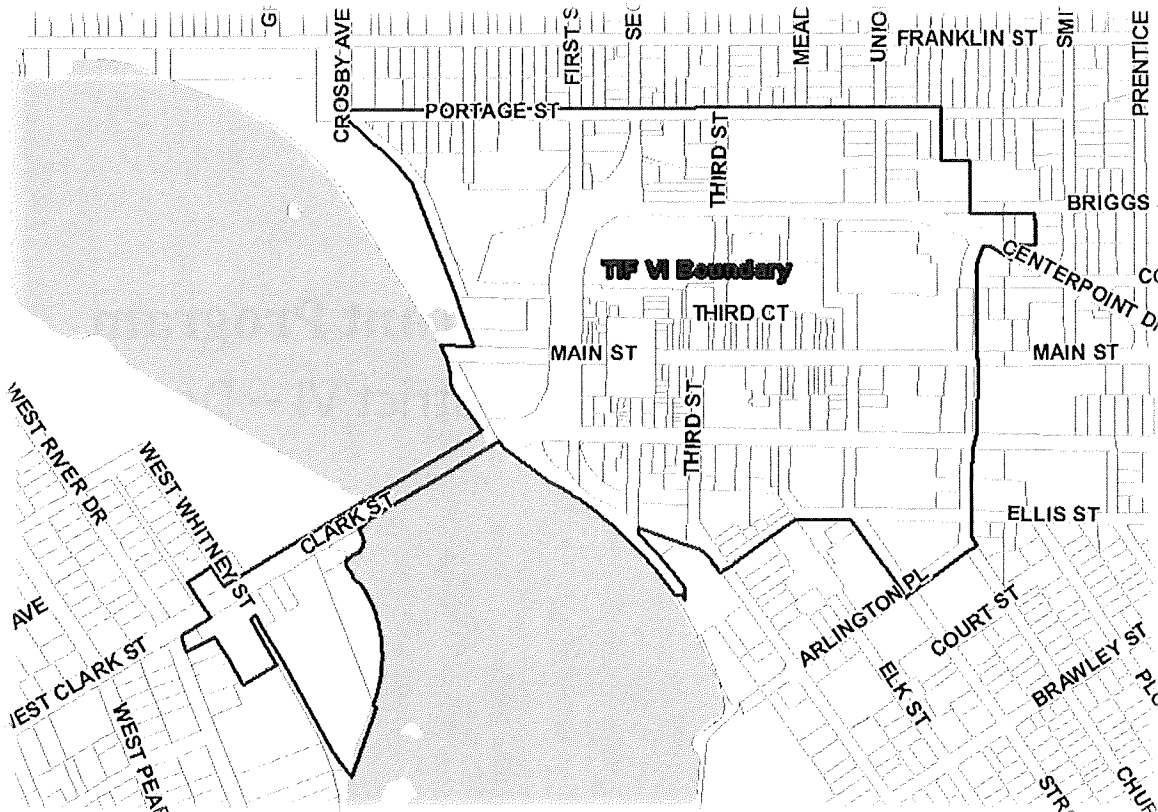
The City of Stevens Point Historical Preservation / Design Review Commission (HP/DRC) is responsible for administering a “Downtown Façade Improvement Grant Program,” intended to stimulate improvements to the exterior of downtown commercial or mixed-use buildings.

### Purpose

The Façade Improvement Grant Program is funded to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures.

### Eligible Properties

Owners and/or tenants of existing buildings within the downtown Tax Increment Finance District VI, see map below. Tenant applications are required to submit written evidence of building owner approval with the application.



### Ineligible Properties

- Any property owned by a unit of government (federal, state, county, local, etc.);
- Property owned by religious groups or by a nonprofit organizations on which real estate taxes are not being paid;
- Properties that have any delinquent payments due to the City, such as bills, charges, or taxes.

### **Eligible Activities**

- Restoration and rehabilitation of your building's exterior wall(s) that are viewable from a public street (alleys are not included). Examples include (list is not all inclusive):
  - Storefronts
  - Signage \*
  - Doors and windows \*
  - Wall treatments (painting, acid washes, etc.)
  - Details (light fixtures, awnings, etc.) \*
- Building additions that meet local building codes and zoning requirements and the principles and guidelines of the Program.

\* Costs associated with these improvements may only be considered for matching grant funds if they are part of an overall building improvement project or restoration project. For example, replacing your awning, signage, or windows that are not historically relevant does not meet the intent of the program and will not qualify for matching grant funds. The Commission reserves the right to approve these improvements for projects that restore the historical integrity of the building.

### **Ineligible Activities**

- Interior improvements, fixtures and furnishings, or roof repair, not visible from the street;
- Removal of architecturally significant features;
- Purchase of property;
- Inventory or operating capital;
- Any activity completed prior to receiving final approval of grant funds;
- Properties exclusively used as residences.

### **Historic Buildings**

All structural and decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. Buildings that are an integral element of a historic streetscape should reflect and complement the character of the surrounding area to the greatest extent possible.

### **"Buy Local"**

Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

### **Award Reimbursement**

Reimbursement shall be limited to no more than 40% of the total cost of eligible improvements. No single City reimbursement shall exceed thirty thousand dollars (\$30,000), unless it is approved by the Common Council. All

necessary government approvals, building permits, and taxes are not eligible for reimbursement. Projects approved for matching grant assistance will be required to submit a written request to release the funds upon completion of the entire project. Copies of all invoices and receipts related to the façade improvements must accompany the request for release of funding. Invoices and receipts shall clearly explain the related work (i.e. \$ for square feet of brick cleaning).

The Historic Preservation / Design Review Commission (HP/DRC) reserves the right to refuse reimbursement in whole or part for work that:

- Does not conform to the program design guidelines.
- Do not conform to the proposal submitted with your application and authorized by the HP/DRC.
- Are not completed within 1 year from the date the project was approved for funding.

### **How to Apply**

To be considered for matching grant assistance, please complete the attached “Downtown Façade Improvement Program Application” and deliver to the Community Development Department at 1515 Strongs Avenue, Stevens Point, WI 54481. Only applications that contain all required information will be considered for funding.

All complete applications for Façade Improvement Matching Grant assistance will be reviewed by the Historic Preservation / Design Review Commission (HP/DRC) to determine the project’s compliance with the specific standards contained within this Program Description as well as with other components of the Downtown Design Guidelines.

The HP/DRC will review a complete application within approximately 30 days of receipt. The HP/DRC will review the applications to ensure eligibility, and compliance with the Historic Design Guidelines, and Façade Improvement Grant Program requirements. Applicants are invited to attend the public HP/DRC meeting where review will occur. Following their review, the HP/DRC will notify the applicant(s) of their decision to approve or deny the request.

If your request for financial assistance is approved, you will receive a written notice of the HP/DRC’s decision detailing the amount of funding approved, any terms and/or conditions of the approval, as well as how the funds will be released. City staff will draft a façade contract, outlining the grant details that shall be executed between both parties before the project can begin.

### **Ranking Order of Applicants**

Generally, projects having the greatest aesthetic impact will be given first priority. Priority will also be given to the following:

1. Projects that will encourage other restoration or redevelopment within the downtown TIF District area.
2. Buildings where an immediate renovation will stop serious deterioration of the building’s façade.
3. Projects that improve the architectural integrity of the building and restore the historic architecture.
4. Buildings where historic or architecturally significant features contributing to the building’s character are in danger of being lost due to disrepair.

5. Vacant properties where façade improvements would help to improve the overall appearance.
6. Projects that demonstrate collaboration and will help to attract people.
7. Projects that will result in significant new investment and creation of jobs.
8. Projects that incorporate mixed uses or multiple tenants.

### **Application Deadline**

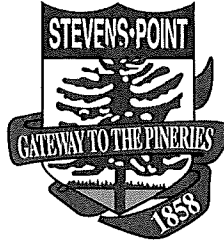
Complete the attached application and return to the Community Development Department. The application period is open until funds are extinguished. Thereafter, review and ranking of applications will occur by the City's Historic Preservation Design Review Commission. See the program description for a list of ranking criteria. You are encourage to contact the Community Development office to ensure eligibility and funding availability before you apply. Only complete applications that contain all required information will be considered.

### **Contact**

Adam Kuhn  
Associate Planner/Zoning Administrator  
City of Stevens Point

1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1567  
Fax: (715) 346-1498  
Email: [akuhn@stevenspoint.com](mailto:akuhn@stevenspoint.com)  
Website: [stevenspoint.com](http://stevenspoint.com)

Department of Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481



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[akuhn@stevenspoint.com](mailto:akuhn@stevenspoint.com)  
[stevenspoint.com](http://stevenspoint.com)

## Façade Improvement Grant Program Application

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Date Submitted		Date Reviewed		Approved	Yes <input type="checkbox"/> (\$ _____) No <input type="checkbox"/>
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### APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? <input type="checkbox"/> )	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Cell		Cell	
Fax		Fax	
Email		Email	

### PROJECT SUMMARY

Scope of Work to be Undertaken (attach contractor estimates, if available)	
Describe the Positive Impact Your Project will Bring to Stevens Point	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$	\$
Estimated Start Date	Estimated Completion Date
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building

**EXHIBITS (The following materials must accompany your application in order to be considered for matching grant assistance funding)**

Complete detailed list of project revenues and expenses.	<input type="checkbox"/>	Additional Exhibits If Any (List):
Two bids from qualified contractors detailing the cost of the work to be done.	<input type="checkbox"/>	
Drawings detailing all of the work to be completed as part of the project.	<input type="checkbox"/>	
A description/sample of project materials and colors.	<input type="checkbox"/>	
Proof of insurance.	<input type="checkbox"/>	
Must be current on all real estate and personal property taxes.	<input type="checkbox"/>	
No outstanding amounts owed to the City of Stevens Point.	<input type="checkbox"/>	

**CERTIFICATION AND SIGNATURE**

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date

## **Watertown Main Street Program Façade Improvement Program Overview 2022**

**Application Fee: \$100 (refundable upon project completion)**

### **Statement of Purpose:**

The purpose of this program is to offer business and building owners in the Main Street Program area assistance in restoring and enhancing the visual appeal of their façades. The primary goal of this program is to preserve the aesthetics of our historic streetscape. Therefore, façade improvements must further this goal.

### **Eligibility Requirements**

All commercial or mixed-use properties with façades that front Main Street or auxiliary streets in the Main Street Program area are eligible for this program, excluding publicly-owned properties and religious institutions. The façade improvements must be in accordance with the Secretary of the Interior's Standards of Rehabilitation as well as City of Watertown ordinances Chapter 325, Historic Preservation, and Chapter 550, Building Code.

### **Grant terms**

**Façade grants may be awarded for one-half the project cost up to \$5,000 depending on funding availability. The Main Street Program has the authority to determine the level of grant funding for each individual project.** A primary consideration for funding will be a project's visual impact on the downtown as a whole. Grants for signage may also be available for one-half of the project cost up to \$500. Due to limited grant funds, no additional façade grants will be awarded to the same property within a 24-month period after the grant payment is made. However, an exception may be granted if the property changes ownership. GRANT RECIPIENTS MUST AGREE TO VOLUNTEER FOR A WATERTOWN MAIN STREET PROGRAM PROJECT OR AT AN EVENT WITHIN ONE YEAR OF RECEIVING GRANT FUNDING.

**Eligible Expenses** - Grants shall only be used for **exterior** repairs and renovations. Eligible expenses include:

- Façade restoration
- Painting (materials & labor)
- Doors and entrance framing
- Fabric awnings
- Lighting (materials & labor)
- Masonry repair, tuckpointing, and cleaning
- Window repair or replacement
- Professional design services

**Ineligible Expenses** - The following expenses are not eligible for funding under this grant program:

- Roofing or roof repairs
- Tinted windows
- Vinyl awnings
- Internally-illuminated signs
- Security systems
- Paving and installation of concrete steps/ramps
- New building construction
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- **Renovations not approved by the Historic Preservation & Downtown Design Commission**
- **Renovations completed prior to receiving final approval of the grant request.**



## Guidelines:

1. Applications received at the Main Street Program office with all necessary supporting documentation are qualified for consideration. Please note: façade grant funding is designed to offset the total cost of a project and will only be paid out when the project is completed. Applicants must be prepared to pay for their projects in full prior to receiving the reimbursement grant.
2. All projects must be approved by the Historic Preservation & Downtown Design Commission. Once a Certificate of Appropriateness is issued, the applicant may obtain a building permit, if needed.
3. **The applicant agrees to commence work by June 1, 2022 (weather permitting) and complete façade work by September 1, 2022. If the project cannot be completed within that time frame, the applicant must apply to the committee for an extension.**
4. Tenant applicants must submit written evidence that the building owner is aware of and approves of the planned project.
5. **Preliminary approval does not guarantee grant funding will be awarded. Final approval rests with the Main Street Program Board of Directors, which will render its decision when all paid receipts are submitted to the Main Street Program director. The request to release the funds would then be placed on the next meeting agenda of the Main Street Program Board of Directors.**
6. Applicants are encouraged to buy materials locally and to use local contractors/labor.

## Façade Improvement Program Grant Application Procedure

1. Applications should be submitted to Melissa Lampe, Main Street Program director.  
Completed applications ***must*** include:
  - Contractor estimate. If the commission feels the project cost is unusually high, applicant may be asked to provide a quote from a second contractor.
  - Digital photo(s) of before elevation at time of application.
  - If you are a tenant, enclose copy of letter of permission from building owner.
  - Plans for façade work including color and materials selection.
  - Include a copy of this form, signed and dated.
  - \$100 application fee - check made payable to *Watertown Main Street Program*
2. Application for a building permit must be made at the Building Inspection Department, located at City Hall, 106 Jones Street, 2<sup>nd</sup> floor. Applicants must have a signed Certificate of Appropriateness to receive a building permit. Please contact City of Watertown Building Inspector at 920-262-4060 with any questions.
3. If your project is not approved, the Commission will explain in writing the reasons for rejection and steps necessary to receive approval.
4. Any changes to the approved plan must be submitted in writing and approved by the Commission prior to work being completed. **Should an applicant deviate from the approved plan, the Watertown Main Street Program reserves the right to withdraw grant approval and retain the awarded grant money.**
5. Paid invoices for the final cost of the façade project must be submitted to the Main Street Program director upon completion of the project.
6. The Historic Preservation Commission will conduct a final inspection upon completion of the project. Final inspection sign-off will be noted on the façade grant application.
7. Grant checks will be issued ONLY AFTER the Watertown Main Street Program Board of Directors approves the payment.
8. Grant monies will be paid to applicant within 30 days of approval. (You will be required to participate in a check passing publicity photo.)

*I have read and agree with the above guidelines.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application forms and supporting documents should be delivered to:

**Watertown Main Street Program (WMSP)**

Façade Grant Program

519 E. Main Street

Watertown, WI 53094

Phone (920) 342-3623

[watertownmainstreet@gmail.com](mailto:watertownmainstreet@gmail.com)

**Watertown Main Street Program  
Façade Improvement Program Grant Application**

1. Business Name: \_\_\_\_\_  
Business Owner: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. Building Owner: \_\_\_\_\_  
Phone: \_\_\_\_\_
3. Business Address: \_\_\_\_\_
4. Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Estimated Cost: \$ \_\_\_\_\_
6. Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

The undersigned applicant(s) affirm that the information submitted is true and accurate to the best of their knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Award and Reimbursement:**

Grant funding will be released when the following conditions are met:

- ☐ All work completed follows the approved plan
- ☐ All work has been completed within the agreed upon timeframe
- ☐ Documentation from applicant project has been paid in full

.....  
Final Inspection (for office use only)

I hereby certify that the project has been completed according to the guidelines set forth by the Historic Preservation and Downtown Design Commission.

\_\_\_\_\_ Date: \_\_\_\_\_  
Commission Chair

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## ECONOMIC DEVELOPMENT

# BID Façade Improvement Program Application

## Supporting Documents

 **BID Facade Improvement Program Paper Application (149 KB)**

### Waupun Business Improvement District ~ Façade Improvement Program ~

#### **INTRODUCTION**

The Façade Improvement Program has been established by the Waupun Business Improvement District (BID) and may be utilized in conjunction with the Community Development Authority's Design Assistant Grant and Building Improvement Program.

#### **PURPOSE/MISSION**

- To improve the business climate in downtown Waupun.
- To improve the aesthetics (façade) of existing businesses
- This mission will also enhance the quality of life in the Waupun Area.

#### **FAÇADE IMPROVEMENT PROGRAM**

Property owners and businesses within the B I D of the City of Waupun are eligible for up to \$2,000.00 in matching grant funds for improvements to the exterior of their buildings or improvements visible from the exterior of the building. As a matching grant program, the BID will reimburse the property owner for up to 50% of the expense, up to a maximum of \$2,000.00 The BID reserves the right under this program to exceed the

maximum grant amount of \$2,000.00 on a case-by-case basis. All grants will be awarded to eligible applicants while funds are available. **Applicants are eligible for only one grant award per calendar year**, unless otherwise approved by the BID Board.

### **ELIGIBLE APPLICANTS**

The Façade Improvement Program is available to any Waupun commercial property, or commercial property having a residence, and business owner located in the Business Improvement District.

No application will be reviewed or presented to the committee for their consideration on behalf of an individual or entity that is delinquent in their City of Waupun Property Taxes or Waupun Utility Bills. Neither the grant recipient nor the landlord (if not the same entity) can be delinquent on any utility bills or property taxes in the City of Waupun on any property located in the City.

Eligible projects must meet the requirements of the Zoning Code and Design Standards identified in the Waupun Municipal Code.

### **ELIGIBLE ACTIVITIES**

- Façade renovations – including but not limited to Window Installation, Signage, Awnings and Exterior lighting
- Other expenses deemed eligible by the BID Board

### **INELIGIBLE ACTIVITIES**

- Interior items – including but not limited to appliances, lighting, wall coverings, carpet and paint. These items may be funded through grants offered by the Community Development Authority.
- Other expenses deemed ineligible by the BID Board

### **PROCESS**

1. Applications are distributed and collected by the BID Board: Waupun Business Improvement District – Clerk's Office, Waupun City Hall 201 E. Main Street, Waupun WI 53963
2. **As there are code restrictions, it is the applicant's responsibility to receive approval by the City Building Inspector for all projects prior to submission of application.**
3. Completed applications must be submitted no later than the 1st Wednesday of the month in order to be considered at the BID board meeting for that month. Applicant(s) must attend the scheduled BID board meeting. Regular BID board meetings are held at 7:00 AM the second Wednesday of every month, Waupun City Hall Council Chambers.

4. Notification of approval/denial will be provided to the applicant by the BID within five (5) days of application. **Note that the project must be approved prior to any of the work taking place; failure to have prior approval from the BID Board may result in a denial of the funding request for the qualifying project.**
5. Appropriate documentation, such as invoices, must be submitted to the City Clerk for fund reimbursement upon completion of the project. All reimbursable expenses must be submitted within 90 days of grant approval.
6. Note that all projects must be underway within ninety (90) days of grant approval.
7. If the projects are not done in accordance with the requirements and time schedule identified, then the applicant MUST re-appear for re-approval.

## **APPLICATIONS**

- Completed Façade Improvement Program application form (attached)
- Completed Release of Information Letter (attached)

## **DESIGN GUIDELINES**

All applicants shall utilize the design standards set forth in Chapter 25 of the Municipal Code as a guideline for designing improvements to buildings. These design criteria were recommended by the Community Development Authority to the Common Council.

### **1. PURPOSE & INTENT**

It is the general intent of the Community Development Authority to renovate, preserve and maintain properties within the redevelopment area of the City of Waupun through a process of design review in order to:

- Encourage urban design excellence
- Integrate urban design and preservation of Waupun's heritage into the process of redevelopment
- Enhance the character of the Waupun business community

### **2. APPLICABILITY**

- **Context:** The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
- **Harmony:** The facility uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
- **Compatibility:** The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions.
- **Building Design:** All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
- **Facades:** Facades should exhibit rhythms similar to those found in adjacent structures.

- **Colors:** Color selection of exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and fluorescent tones are prohibited.
- **Awnings:** Awnings and canopies are encouraged. If provided, they should be designed as an integral component of the building façade.
- **Signage:** Placement of signs shall not be unduly obscure or interfere with sight lines to other properties. Signs should be architecturally compatible and contribute to the character of the area through the incorporation of tasteful presentations.
- **Historic preservation:** Preservation of unique historic or architectural landmarks is encouraged.

*Applications missing any materials will be returned for completion.*

**REVISED 06-20-17**

[Start Application](#)

## Contact Information

**Address:** 201 E. Main Street Waupun, WI 53963

**Phone:** 920-324-7900

**Hours:** Monday through Friday, 8:00 am to 4:00 pm

[View Full Contact Details](#)



## Upcoming Events

**Economic Development Committee**

11/22/2022 - 4:30pm

**Economic Development Committee**

12/27/2022 - 4:30pm

[View the Economic Development Calendar](#)





## **DOWNTOWN FACADE & COMMERCIAL INTERIOR BUILD-OUT GRANT PROGRAMS**

**Revised/Updated March 8, 2017**

### **SUMMARY**

This is a matching grant program for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per project. The minimum total project size to be considered for a matching grant is \$1,000 (for a matching award of up to \$500).



## Downtown Facade & Commercial Interior Build-Out Grant Programs

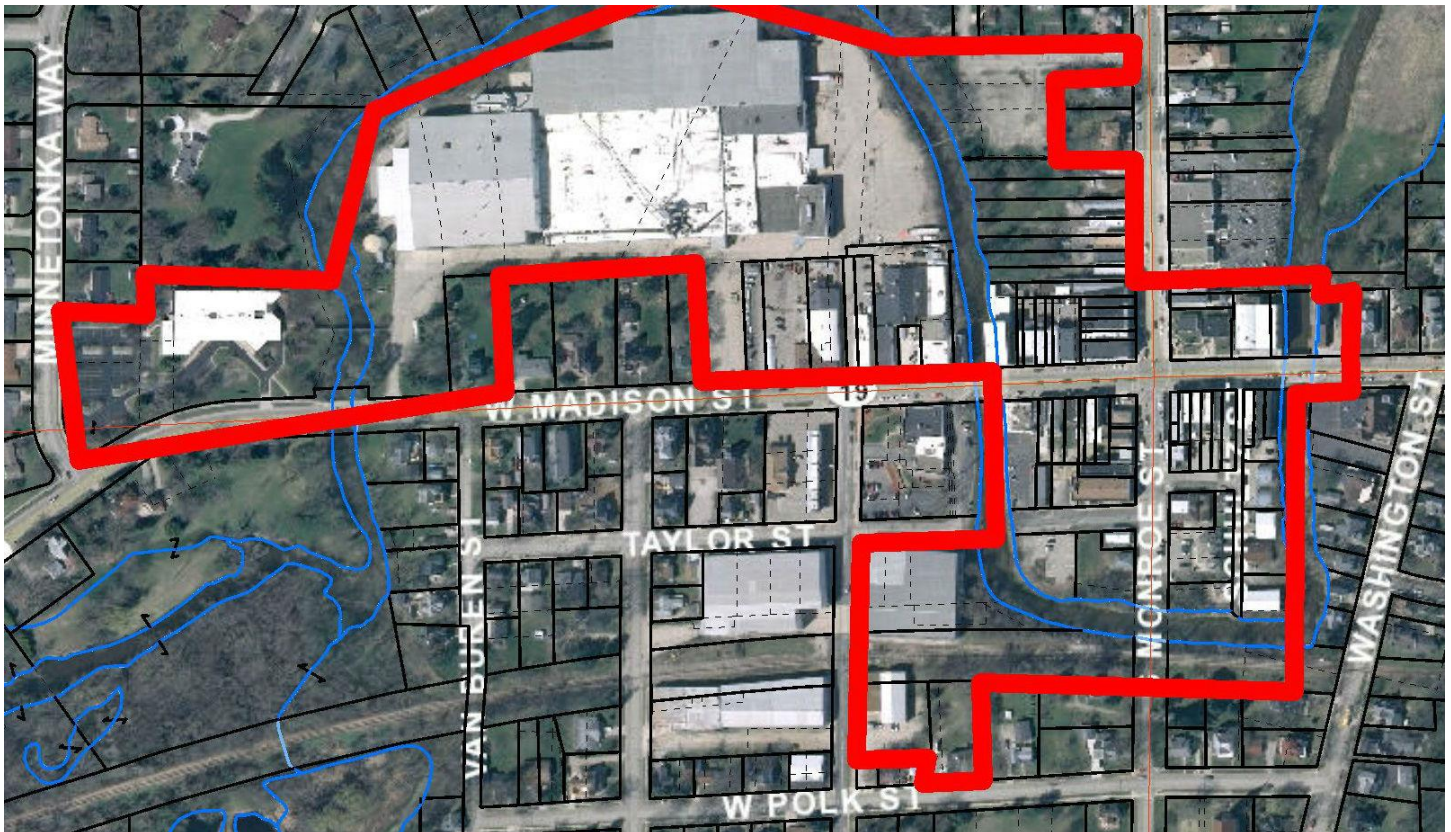
**Who Is Eligible?** Property owners and current or prospective tenants located within Tax Increment District #2. Awards may be made no more frequently than every 36 months to an applicant, with a lifetime grant cap of \$15,000 from the program's inception for each applicant.

**The Opportunity.** This program offers a matching grant for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per application. The minimum total project size to be considered for a matching grant is \$1,000 (for up to \$500 match). Total annual municipal award expenditures shall not exceed \$25,000.

**How to Apply.** Complete and return the application form to the Clerk/Treasurer's office during regular business hours. Applicants are encouraged to discuss the project with City staff prior to submission.

**The Program's Future is Not Guaranteed.** The annual municipal budgeting process will determine the lifespan of these programs. Future rounds of funding will be available on an annual basis as funds become available.

**Eligible Project Area.** Parcels located inside the TIF #2 boundaries illustrated on the map.



### **General Program Guidelines:**

- Property owner or tenant must apply for funds to be used within the Tax Increment District # 2.
- Applicant must be located in a building which contributes to Waterloo's property tax base.
- Projects that have already begun construction or which were completed in the past are not eligible to apply for funds.
- Applicant must be current on all mortgage, tax and utility payments, and tenant applicants must be current in lease payments to the property owner. Prospective businesses interested in opening in Waterloo are eligible to apply with approval from landlord and with a signed lease agreement in place (lease may be contingent upon project funding).
- Property owners may apply for both façade and tenant improvement program funds under separate applications and a tenant may apply for improvement funds even if the landlord has also applied for façade improvements. Each project will be judged on its own merits and no preference or penalty will be given for multiple projects.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project cost should be hard costs.
- Preference will be given to projects which will leverage the most private investment for each dollar of public funds and provide the greatest public benefit.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan must be approved by the City in advance. Failure to do so may result forfeiture of grant money.
- Once the project is complete, applicant will notify the City, which will review final work to ensure that the results are comparable to the initial proposal. The building inspector will also review the property for code violations associated with the project area (i.e. in first floor space for a tenant improvement grant, or on the exterior of the building for a façade grant). Any identified violations must be corrected prior to project approval. Only after a project is inspected and approved will grant funds will be released to the applicant.

### **Facade Improvement - Program Guidelines:**

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should make an effort to preserve or restore the historic character of the building.
- Eligible projects include:
  - Window and door repairs/replacement
  - Brick tuck pointing or masonry repair
  - Storefront rehabilitation
  - Signage, shutters or awnings
  - Painting or siding, brick cleaning
  - Correction of exterior code violations
  - Exterior repairs (on façade only)
  - Energy efficiency upgrades
- Non-eligible costs include non-façade related improvements such as roof repair, rear or side wall improvements (unless a corner property), landscaping, paving or other property related improvements not associated with the façade of the building.

## **Commercial Interior Build-Out - Program Guidelines:**

- Eligible improvements include the following activities, as applies to the commercial storefront portion of the property.
  - Hazardous materials abatement, such as asbestos removal
  - Demolition and shell reconstruction
  - Plumbing, mechanical, electrical, cabling and HVAC improvements
  - New restaurant equipment (i.e. hoods, vents, etc.)
  - Americans with Disabilities Act (ADA) Compliance
  - Storefront Improvements
  - Historic restoration of interior features
- Non-eligible costs include non-permanent fixtures such as security systems, merchandise or display items, furniture or interior décor items. Costs associated with improvements to upper floors or basements are not eligible.

### **How to apply:**

- Applicant must submit a complete application packet by the deadline. A complete application includes the following:
  - Application form,
  - Planned project renderings (including colors and materials),
  - Photos of the existing façade/space which demonstrate the need for improvements,
  - Project cost estimate by a qualified, licensed contractor,
  - Applications for tenant improvement upgrades must also include signed lease agreement, and if application is submitted by tenant, a written letter of permission from the property owner approving the project.
- Complete applications will be considered and evaluated according to a set of weighted criteria. Based on available funding, grants will be awarded to qualified projects based on anticipated project impact.
- Applicants will be notified of grant awards in writing. The City reserves the right to offer a lesser dollar amount than requested if the amount of eligible projects exceeds allocated funding. Grant offers may also be made contingent on adjustments to proposed plan of work to better meet City goals and objectives. Applicants must accept or reject the grant funds in writing within 30 days of award.
- Projects must obtain all required building permits and follow all City, State and Federal regulations in regard to construction activities.
- Applicant must submit receipts upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required) and submission of all applicable receipts, grant funds will be released to applicant.
- Participant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.

# APPLICATION

## Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant is: (circle one):   Property Owner       Business Tenant

Applicant mailing address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of property for proposed improvement: \_\_\_\_\_

Property owner (if different than applicant): \_\_\_\_\_

Anticipated total project cost: \_\_\_\_\_

Grant request amount: \_\_\_\_\_

Describe project: (attach an additional sheet if necessary)

Start date: \_\_\_\_\_

Thank you for submitting your project for consideration. Don't forget to attach the following to this application before submitting:

- Photos of existing building/space to be improved. \_\_\_\_\_
- Project renderings, including materials and colors to be used \_\_\_\_\_
- Project estimates provided by qualified, licensed contractor \_\_\_\_\_
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)

## Downtown Facade & Commercial Interior Build-Out Grant Programs

# GRANT ACCEPTANCE FORM

KEEP TOP PORTION FOR YOUR RECORDS -- RETURN BOTTOM PORTION TO:

# CITY OF WATERLOO FAÇADE/TENANT IMPROVEMENT GRANT

136 NORTH MONROE STREET, WATERLOO, WI 53594-1198

920-478-3025

## **PROGRAM GUIDELINES AND REQUIREMENTS**

Guidelines and requirements must be met. Failure to do so may result in forfeiture of grant money.

- Applicant must accept or reject the grant funds within 30 days of award. Failure to reply will result in a loss of the grant award.
- Projects must obtain all required building permits and follow all City, State and Federal regulations in regard to construction activities.
- Applicant must be current on all mortgage, tax and utility payments. Tenants must be current in lease payments to the property owner.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project cost should be hard costs.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan as documented in the application must be approved by the City in advance.
- Applicant must execute all items listed on the checklist provided with the award notice.
- Applicant agrees that final work will be inspected to ensure that the results are comparable to the initial proposal. The building inspector will also review the property for code violations associated with the project area. Applicant agrees to correct identified building code violations prior to the release of grant funds.
- Participant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.

**▶▶▶▶▶▶▶▶ Clip Here & Mail Or Deliver To Clerk/Treasurer's Office ◀◀◀◀◀◀◀◀**

## Downtown Facade & Commercial Interior Build-Out Grant Programs (return slip)

I have read the **program guidelines and requirements** and agree to the terms and conditions as stated.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Project ID(s) \_\_\_\_\_

## Downtown Facade & Commercial Interior Build-Out Grant Programs

## APPLICANT CHECK LIST

Submit project information to:  
CITY OF WATERLOO  
FAÇADE/TENANT IMPROVEMENT GRANT  
136 NORTH MONROE STREET  
WATERLOO, WI 53594-1198  
920-478-3025

☐ 1. Grant award notice received/reviewed. Project completion deadline is: \_\_\_\_\_.

☐ 2. Complete and return grant acceptance form.

☐ 3. Real estate and/or personal property taxes confirmed as not being delinquent.

☐ 4. All necessary permits are applied for and received through the City of Waterloo Building Inspection office. Painting, repairs and maintenance do not require permits. Call 608-576-6371 to determine if your project requires a permit.

☐ 5. Prominently display the 11 x 17 inch project poster.

☐ 6. Upon completion of work and after final payment to all project contractors is completed, all paid-in-full invoices from contractors who completed grant eligible work are submitted. The payee must document that payment has been received in full.

☐ 7. Upon completion of work, all direct purchase receipts pertaining to completed work are submitted.

☐ 8. Before and after pictures submitted.

☐ 9. Final walk through with municipal staff scheduled (call 920-478-3025).

☐ 10. The grant award will be mailed after the project is completed and all documentation is accounted for.



## Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3<sup>rd</sup> Tuesday of month at 6:00 pm

Recurring monthly review and action (1) CDA Implementation Plan Progress; (2) Grant Application Tracking

<b>JANUARY</b> - evaluate CDA Progress Measures - finalize prior year Annual Report
<b>FEBRUARY</b> - notify Mayor of member reappointment interest - align/modify CDA Progress Measures as needed - submit Annual Report to City Council
<b>MARCH</b> - notify Mayor of member reappointment interest - Push to closeout incomplete prior year items
<b>APRIL</b> - Mayoral appointments - Push to closeout incomplete prior year items
<b>MAY</b> - CDA election of Chair and Vice Chair - evaluate CDA Progress Measures
<b>JUNE</b> - start future year budget submittal - review of tax increment finance district progress
<b>JULY</b> - review of tax increment finance district progress - future year budget planning - align CDA Progress Measures with budget planning - reaffirm or jettison all active programs and projects
<b>AUGUST</b> - future year budget submittal to Finance, Insurance & Personnel Committee, including tax incremental finance funds
<b>SEPTEMBER</b> - evaluate CDA Progress Measures
<b>OCTOBER</b> - <u>s</u> trength, <u>w</u> eaknesses <u>o</u> pportunities & <u>t</u> hreats (SWOT) exercise
<b>NOVEMBER</b> - community outreach
<b>DECEMBER</b> - community outreach - review staff draft, Annual Report to City Council - update calendar