

# Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: FACADE IMPROVEMENT REQUEST FROM WISCONSIN MEDICAL CREDIT

Date: 12 November 2020

The village has received an application for the Façade Improvement Program from the Wisconsin Medical Credit Union (WMCU), 1677 S. Webster Avenue. WMCU is requesting a Façade Improvement Grant to help fund their sign project. Attached is the application and materials related to the applicant's project. Below is a summary of the project, which includes the scope of work highlighted in the estimates.

Scope of Project:

- New monument sign, with base and landscaping

Estimated Project Cost: \$6,200.00

Requested Assistance: \$3,100.00 in grant funds

The project will have to comply with all applicable village zoning and development requirements, the project will have to be completed within one year of grant approval, and no work begun prior to receiving Village Board approval will be eligible for reimbursement.

**The Village Board is asked to review the project and determine whether or not to allocate funds to reimburse for up to 50% of the project estimate, not to exceed \$3,100.00.**



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850

## **VILLAGE OF ALLOUEZ, WI FAÇADE IMPROVEMENT PROGRAM GUIDELINES**

The purpose of the Façade Improvement Program is to encourage the upgrading and renewal of the exterior facades, signs and architectural features of existing commercial buildings within Tax Incremental Finance District #1 (TID #1) that is sufficient in scope to produce visible improvements to building facades.

The program provides funding for projects that will help maintain and enhance the overall attractiveness and commercial viability of TID #1; as well as supporting the health and growth of individual businesses. It is also the Village Board's intent to support projects which meet the comprehensive plan goals, support specific sustainable qualities and characteristics and the vision of the community.

### General Requirements

1. The Façade Improvement Program only applies to the exterior facades, signs and architectural features visible from the public right of way of commercial properties within TID #1.
2. Projects shall be completed within one (1) year of the grant approval date. Substantiation shall be completed within two (2) years of grant approval date. In rare cases, likely due to extenuating circumstances, the Village may allow completion extensions upon request of the applicant. The Village 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 Village zoning and development standards and requirements.
4. Projects shall be consistent with and further the stated goals and objectives of the TID Project Plan.
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 Village.

6. Total grant or loan funding for any single property may not exceed \$20,000 of matching funds from the Village over a four (4) year period with a minimum of six (6) months between requests. No more than a 50% match, with a maximum of \$10,000 max allowed per request.
7. Business must agree to maintain façade or other improvements for a period of five (5) years.
8. If any business removes façade improvements funded through the grant program for any reason within 5 years of receiving the grant, they must repay the entire grant award in full within 30 days of removal.
9. Work already completed is not eligible.
10. Priority will be given to contiguous properties applying at the same time, whether individual or multiple owners exist, and to the projects preserving historical character.
11. This is a reimbursable program, no funds will be awarded prior to completion of the project or pre-approved phases of the project.
12. Funding will be considered at the soonest Village Board meeting practical after submission of a completed application and will be supported according to grant funds the Village Board has made available.
13. 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.
14. Applicants who are delinquent with their property or personal tax, or have outstanding municipal code violations are not eligible until said issues are resolved.
15. Minor changes to the project will require submittal and approval by the Village Administrator. Significant project changes, as determined by Village Administrator, will require approval of the Village Board.
16. The owner/applicant is responsible for verifying the project is being constructed on their property (property lines may need to be verified at the applicants cost).

### Eligible Improvements

Grant Eligible Items: Projects grant eligible are ones which provide a more attractive look to the building and are easily seen from the street. Grant amount up to \$10,000. Specific funding information is on page 4.

- Improvement or historic restoration
- Improvement to or addition of entrances, doors, and display windows.
- Improvement of existing signs and awnings.
- New signage and awnings.
- Upgrade of building façade

- Decorative lighting
- Parking lot improvements to include pedestrian and bicycle accommodations and improved or additional landscaping

Loan Eligible Items: Projects loan eligible are ones which are not as evident and more maintenance based. Loan amounts available up to \$7,500. Specific funding information is on page 4.

- Qualified professional design services.
- Painting of exterior building surfaces
- Cleaning of exterior building surfaces.
- Landscaping improvements.
- Permanent exterior lighting.
- Parking Lot Improvements

#### Non-Eligible Improvements

- Interior improvements.
- Purchase of property.
- Construction of a new building.
- Fixtures and equipment.
- Removal without replacement of architecturally significant features and design elements.
- Any activity that is not consistent with the TID project plan and program goals.
- Sidewalk repairs, unless necessitated by eligible façade improvements.
- Correction of code violations.
- Any roof repair or replacements.
- Other activities as designated by the Village Board.

#### Submission Requirements

1. Program application completed and signed.
2. Design documents delineating the extent of work to be done.
3. Architectural plans including the type of materials and color.
4. A state certified contractor must be used to complete the project.
5. Estimated cost (3 estimates are required).
6. Photographs of existing building demonstrating need for the project.
7. Those businesses that are tenants of commercial buildings are eligible if the property owner's consent is provided in writing. All applicants must show proof of a signed, written lease agreement for a period of no less than one year at the time of application.
8. If a business is not leasing, the business must provide proof of ownership for the subject property.

Funding Availability

Funds will be awarded by the Village Board. For Eligible Improvements listed on page 2 a matching grant program is available. The property owner/business is expected to contribute a minimum of 50% of the project cost. \$10,000 is the maximum amount awarded per project by the Village. The Village Board reserves the right to exceed this amount if contiguous properties are applying at the same time. Grants may be awarded only if the Village has adequate funds available for this program.

A low interest loan will be available for Eligible Improvements listed on page 3 with a maximum loan amount of \$7,500 per project. The Village will not provide matching funds for these projects. The maximum term of the loan is five (5) years. The loan interest rate shall be equal to the current interest rate for a State Trust Fund Loan at the time of the application. Loans may be awarded only if the Village has adequate funds available for this program.

The grant and loan program will expire when the allocated TID project plan funds have been spent unless additional funding has been authorized by the Village Board, when the allowable TID expenditure period has expired, or when the Village Board chooses to eliminate or amend the program. The business will provide itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the grant or loan program to Village staff. After the Village Board approves the reimbursement claim, the Village Treasurer forwards the payment directly to the contractor for outstanding bills eligible for payment. Any remaining funds owed for invoices already paid by applicant shall be reimbursed directly to the applicant.

For further information on the Façade Improvement Program please contact Brad Lange, Village Administrator, at (920)448-2800 or email [brad@villageofallouez.com](mailto:brad@villageofallouez.com).

**FAÇADE IMPROVEMENT APPLICATION FORM**

Applicant Name: Mary Groh

Business Name: Wisconsin Medical Credit Union

Address: 2221 S Webster Ave applying for 1677 S Webster Ave Green Bay WI 54301

Business Phone: 920.432.4353 Alternate Phone: \_\_\_\_\_

Email: maryg@wismedcu.org Fax: 920.432.1301

I am the (Circle one) of the business property: Property Owner or Tenant

*Beherly*

**WB-13 VACANT LAND OFFER TO PURCHASE**

1 LICENSEE DRAFTING THIS OFFER ON May 4, 2020 [DATE] IS (AGENT-OF BUYER)  
2 (AGENT OF SELLER/LISTING-BROKER) (AGENT-OF BUYER AND-SELLER) ~~STRIKE THOSE NOT APPLICABLE~~

3 ~~GENERAL PROVISIONS~~ The Buyer, Wisconsin Medical Credit Union

4 \_\_\_\_\_, offers to purchase the Property

5 known as [Street Address] 1677 S. Webster Avenue (Tax Parcel No. AL-45)

6 in the Village of Allouez, County of Brown, Wisconsin (Insert

7 additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525), on the following terms:

8 ■ PURCHASE PRICE: One Dollar and 00/100

9 \_\_\_\_\_ Dollars (\$ 1.00).

10 ■ EARNEST MONEY of \$ \_\_\_\_\_ accompanies this Offer and earnest money of \$ \_\_\_\_\_

11 will be mailed, or commercially or personally delivered within \_\_\_\_\_ days of acceptance to listing broker or

12 \_\_\_\_\_

13 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise provided below.

14 ■ INCLUDED IN PURCHASE PRICE: Seller is including in the purchase price the Property, all Fixtures on the Property on the

15 date of this Offer not excluded at lines 18-19, and the following additional items: NONE

16 \_\_\_\_\_

17 \_\_\_\_\_

18 ■ NOT INCLUDED IN PURCHASE PRICE: NONE

19 \_\_\_\_\_

20 CAUTION: Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented

21 and will continue to be owned by the lessor.

22 NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are

23 included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.

24 ■ ZONING: Seller represents that the Property is zoned: Commercial

25 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical

26 copies of the Offer.

27 CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines

28 running from acceptance provide adequate time for both binding acceptance and performance.

29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on

30 or before May 14, 2020. Seller may keep the Property on the

31 market and accept secondary offers after binding acceptance of this Offer.

32 CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.

33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (  ) ARE PART OF THIS

34 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"

35 OR ARE LEFT BLANK.

36 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and

37 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.

38 (1) **Personal Delivery**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if

39 named at line 40 or 41.

40 Seller's recipient for delivery (optional): Brad Lange, Village of Allouez Administrator

41 Buyer's recipient for delivery (optional): Mary Groh, President or Kurt Minten, Board Chairman

42  (2) **Fax**: fax transmission of the document or written notice to the following telephone number:

43 Seller: ( \_\_\_\_\_ ) Buyer: ( \_\_\_\_\_ )

44  (3) **Commercial Delivery**: depositing the document or written notice fees prepaid or charged to an account with a

45 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for

46 delivery to the Party's delivery address at line 49 or 50.

47  (4) **U.S. Mail**: depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,

48 or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.

49 Delivery address for Seller: \_\_\_\_\_

50 Delivery address for Buyer: \_\_\_\_\_

51  (5) **E-Mail**: electronically transmitting the document or written notice to the Party's e-mail address, if given below at line

52 55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for

53 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically

54 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.

55 E-Mail address for Seller (optional): brad@villageofallouez.com

56 E-Mail address for Buyer (optional): maryg@wismedcu.org or kminten@new.rr.com

57 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller

58 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

If you are a tenant, please provide a written consent letter from the property owner, lease agreement, and complete the following information on the property owner.

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

When does the lease expire? \_\_\_\_\_

If you are the property owner, please provide proof of ownership.

**Façade Project Information**

Please submit a contractor's work proposal narrative, 3 detailed cost estimates, and illustration with dimensions. Please briefly describe your project below and explain why Façade Improvements Funds are needed.

Description of Project:

We are relocating our office in Allouez as part of the revitalization. The sign at our current location is too large for our current location and does not meet Allouez's sign ordinances. Getting a sign is imperative for WMCU to make this move. We have to have a sign with our name and street # in order to do business

Estimated cost (Contractor quote): ~~1000~~ 1e.200. w/ tax

Anticipated start date of project: ASAP

Anticipated completion date of project: 30 days

**Façade Improvement Program Rules**

After reading, please initial each line that pertains to the proposed project, understanding and agreeing to:

Applicants must pay for a minimum of 50% of the project costs for projects where a grant is awarded. The maximum grant award shall not exceed \_\_\_\_\_ mag \_\_\_\_\_

\$10,000 (grant applicants only).

\_\_\_\_\_ mag

For the loan program, the maximum term of the loan shall not exceed 5 years. The maximum loan amount is \$7,500. The interest rate is equal to the interest rate for a State Trust Fund Loan at the time of the application (loan applicants only).

If business removes façade improvements funded by the grant program within 5 years of receiving grant money, the grant must be repaid in full within 30 days of removal (grant applicants only).

\_\_\_\_\_ mag

Applicants must receive a Notice to Proceed and secure all necessary permits before work may begin.

\_\_\_\_\_ mag

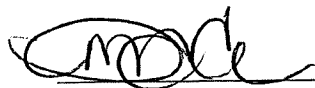
I have received the "Façade Improvement Program Guidelines"

\_\_\_\_\_ mag

I certify that all information contained in this document and any attachments or exhibits is true and correct to the best of my knowledge.

\_\_\_\_\_ mag

I authorize the Village of Allouez to research the company's history, research key individuals histories, contact respective financial institutions, obtain credit reports and perform other related activities necessary for the reasonable evaluation of this application (loan applicants only).



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

\_\_\_\_\_ November 4 2020

Date

Please submit all paperwork to:

Brad Lange, Village Administrator  
1900 Libal Street  
Green Bay, WI 54301  
Phone: (920) 448-2800 ext. 106  
Email: [brad@villageofallouez.com](mailto:brad@villageofallouez.com)  
Website: [www.villageofallouez.com](http://www.villageofallouez.com)



# Creative Sign Co. Inc.

505 Lawrence Dr.  
De Pere, WI 54115  
Phone: (920) 336-8900  
Fax: (920) 336-8003

## Quotation

Quote WI Medical Credit Union  
To: 2221 South Webster Ave  
Green Bay, WI 54301  
United States

Quote Number: 17677	Contact: Mary Groh	
Quote Date: 11/10/2020	Expires: 12/10/2020	Inquiry:
Customer: WI MEDICAL	Terms: Net 30	
Salesman: Kohorn, Phillip F	Phone: 920.432.4353	
Ship Via:	FAX:	

Sales tax is \$319.00. Permit fee not included

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	MONUMENT SIGN Produce and install non illuminated Monument sign. Sign is 5'1" tall. Faux Stone base is 5'2" wide, 23" tall with 4" of cap on top of base putting the total at 27" for total base. Faces are 2'7" tall by 5' wide. Includes cost of digging foundation.		1	\$5,800.00 /EA
			<b>Total:</b>	<b>\$5,800.00</b>

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By Thomas, Todd N  
Creative Sign Co. Inc.



505 LAWRENCE DR. DE PERE, WI 53115  
920.356.6900 GREENBAYSIGNS.COM

CLIENT: WISCONSIN MEDICAL CREDIT UNION  
LOCATION: 2221 S WEBSTER AVE GREEN BAY  
DRAWN BY: BRIDGET N  
SALESPERSON: PHIL JENNINGS KCHOHN  
DATE: 11/09/2020  
DESIGN #: DT17374  
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
-	00/00/0000		DESCRIPTION

**MONUMENT**

QUANTITY: 1  
SIDES: DF  
CABINET: FABRICATED ALUM (6")  
LIGHTING: NONE  
FACES: .125" ALUMINUM  
GRAPHICS: DIGITAL PRINT, 1ST SURFACE  
VINYL: PREMIUM W/ GLOSS LAM  
FONT: LOGO PROVIDED  
ADDRESS: FLAT CUT ALUMINUM, P-3  
FONT: MONTSERRAT BOLD  
CAP: HEIGHT (2")  
BASE: FAUX STONE CUT GRANITE CREAM FROST (TO BE CUSTOM PAINTED)

MOUNTING: DIRECT EMBEDMENT  
INSTRUCTION: PRODUCE AND INSTALL NON LIT MONUMENT.

- COLORS:**
- P-1/C-1 WHITE
  - P-2 NEED COLOR MATCH
  - P-3 BLACK
  - P-4 NEED COLOR MATCH
  - P-7 NEED COLOR MATCH
  - C-4 PMS 300 C
  - C-5 PMS 117 C

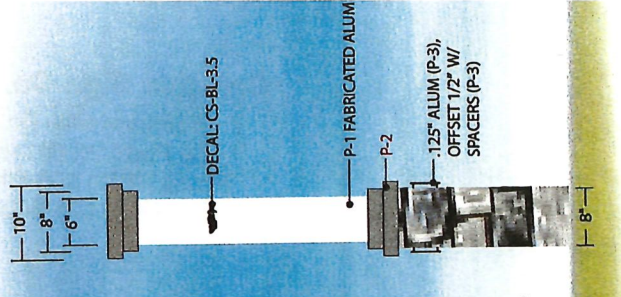
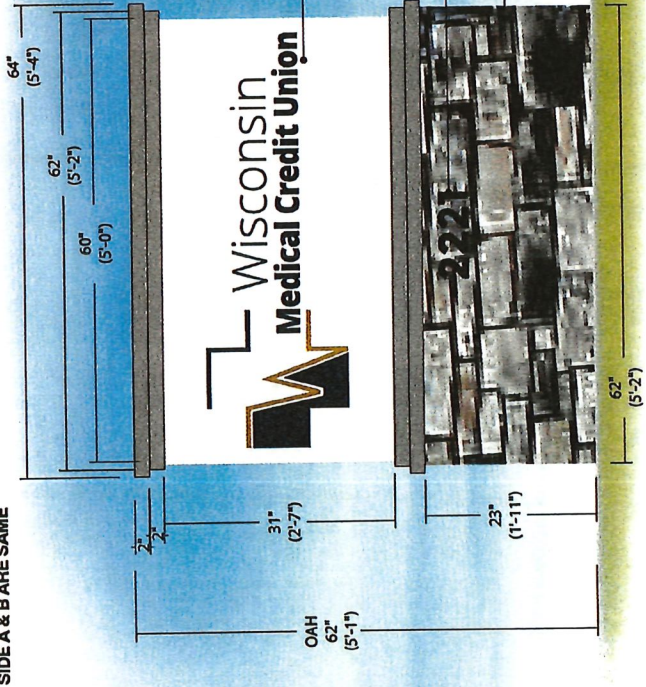
**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

DATE

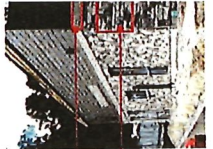
1677



SIDE A & B ARE SAME



COLOR MATCH DIRECTLY ABOVE STONE  
COLOR MATCH STONE FOR CUSTOM PAINT



**CONCEPTUAL DRAWING ONLY**  
All sizes and dimensions are illustrative and are not to be used as a guide for construction. The customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surficial materials and paints used.

**CUSTOMER RESPONSIBILITIES**  
Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on practical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surficial materials and paints used.

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Estimate No.  
Estimate Printed On

13821  
11/11/2020

Wisconsin Medical Credit Union  
Attn: Mary Groh  
1677 S. Webster Ave.  
Green Bay, WI 54301

Acct #: 16420  
Terms: Net 10 Days  
Phone: 920-432-4353 /  
Fax:  
E-Mail: maryg@wismedcu.org

Prepared For Mary Groh,

Here is the estimate you requested. Prices are effective for sixty days from original estimate date. Please call with any questions, or sign and fax back with the go ahead.

Estimate Description							
<b>New Monument sign</b>							
<b>Product Code</b>	<b>Sides</b>	<b>Color</b>	<b>Quantity</b>	<b>Vertical</b>	<b>Horizontal</b>	<b>Price @</b>	<b>Total:</b>
Monument Sign	2		1.00	0.00	0.00	\$ 2,900.00	\$2,900.00
<b>Description</b>	<i>36"x48" Cabinet sign on a 24"x48" base with Faux stone panels. Polycarbonate faces with logo and address.</i>						
<b>Product Code</b>						<b>Price @</b>	<b>Total:</b>
BOOM 2						\$ 2,750.00	\$2,750.00
<b>Description</b>	<i>Two men and boom truck installation</i>						

Notes:

<b>Sub-Total</b>	\$5,650.00
<b>Sales Tax</b>	\$310.75
<b>Shipping</b>	\$0.00
<b>Total:</b>	<b>\$5,960.75</b>

Yours Sincerely,

**Quick Signs**



P 920.494.4226 F 920.494.4232  
 quicksigns-wi.com | facebook.com/quicksigns-wi  
 525 S. MILITARY AVE • GREEN BAY, WI 54303

**CUSTOMER:** Wisconsin Medical Credit Union  
**CONTACT:** Mary Groh  
**PROJECT LOCATION:**  
**SALESPERSON:** Todd Piontek  
**ARTIST:** James Lyon  
**DRAWING:** A-2 **SCALE:** 3/8"=1'  
**DATE:** 11/8/20 **REVISION #:**

**PROJECT DESCRIPTION**

Cabinet  
 36" x 48"  
 Pantone 308 C

Base  
 24" x 48"  
 Faux Stone Pannels for  
 base - Natural Grey

Polycarbonate faces  
 33" 45" Visual Opening -  
 Qty 2

**APPROVAL FOR PRODUCTION**

**INITIALS:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**NOTE:** This proof may not accurately represent the colors on the final product. If color matching (i.e. Pantone Color System) is necessary, please request a color sample.

**DO NOT DUPLICATE:** This drawing is the property of Quick Signs, Inc. By accepting this proof into your possession, you agree not to reproduce, copy, or use this design in any manner without written authorization from Quick Signs, Inc.



Scale Based on  
 Cone height of 67.9"