

# Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: FAÇADE IMPROVEMENT FUNDING FOR THOMAS MATUSZAK – 1501 S. WEBSTER AVENUE, GREEN BAY, WI 54301

Date: August 12, 2014

The village has received an application for the Façade Improvement Program from Thomas E. Matuszak, 1501 S. Webster Avenue. Mr. Matuszak is requesting a grant to help fund his 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 sent via email.

## Scope of Project:

- Selective demolition of metal work and existing cement trim
- Masonry work – bricks added to existing EIFS façade, proper flashing between materials, and engraved masonry building address numbers mounted to the front of the building
- Offset girt façade added to top portion of the front of the building
- Paint exterior steel door

Estimated Project Cost: \$47,525 - \$50,280

Requested Assistance: \$10,000 in grant funds

The project will have to comply with all applicable village zoning and development requirements, be completed within one year of grant approval, and be completed after receiving Village Board approval to be reimbursed.

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.



**FAÇADE IMPROVEMENT APPLICATION FORM**  
**DUE JANUARY 15<sup>TH</sup>, APRIL 15<sup>TH</sup>, AUGUST 15<sup>TH</sup> DECEMBER 15<sup>TH</sup> FOR**  
**CONSIDERATION**

Applicant Name: Thomas E. Matuszak  
Business Name: Pit Row on Webster (Webster Shell)  
Address: 1501 S. Webster Ave.  
Business Phone: 920-437-2955 Alternate Phone: 920-655-4852 cell  
Email: webstershell@tds.net Fax: 920-884-5031

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

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.

Description of Project:

New Façade for Webster Shell

Estimated cost (Contractor quote): \$ 47,525<sup>00</sup>

Anticipated start date of project: TBD

Anticipated completion date of project: TBD

**Façade Improvement Program Rules**

Please initial each line after reading, understanding and agreeing to:

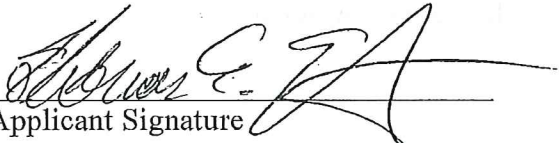
Applicants must pay for a minimum of 50% of the project costs for projects where a grant is awarded. The maximum grant award shall not exceed \$10,000. X

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. \_\_\_\_\_

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. \_\_\_\_\_

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

I have received the "Façade Improvement Program Guidelines" \_\_\_\_\_

  
Applicant Signature

5-22-14  
Date

Please submit all paperwork to: Tracy Flucke  
Village Administrator  
1900 Libal Street  
Green Bay, WI 54301

Phone: (920) 448-2800 ext. 106 Email: [tracy@villageofallouez.com](mailto:tracy@villageofallouez.com)  
Website: [www.villageofallouez.com](http://www.villageofallouez.com)



