

# Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: FAÇADE IMPROVEMENT FUNDING FOR GREGG EMMEL – 1541 RIVERSIDE DRIVE, GREEN BAY, WI 54301

Date: August 12, 2014

The village has received an application for the Façade Improvement Program from Gregg Emmel, 1541 Riverside Drive. Mr. Emmel 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:

- Front and side wall repair, tuck-pointing, grinding, block removal and repair
- White roll-up door repair – replace panels, hardware, locks, springs, and cables
- Repair and replace three entryway doors and doorjambs
- Refurbish two cemented in windows (The windows are where the estimates vary in both cost and design. Mr. Emmel will go with one of the window estimates. He would like to go with a six-pane window design for each window if possible – quoted by both Tri City Glass and Door and Green Bay Glass, Inc.).

Estimated Project Cost: \$8,400 - \$11,280

Requested Assistance: \$4,200 - \$5,640 in grant funds

The project will have to comply with all applicable village zoning and development requirements – this includes ensuring that all entryways are accessible and up to code, 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.





Estimated cost (Contractor quote): \$11,000.00

Anticipated start date of project: AUG, 2014

Anticipated completion date of project: OCT, 2014

**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.

GE

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.

GE

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.


GE

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

GE

I have received the "Façade Improvement Program Guidelines"

GE

  
Applicant Signature

7/1/14  
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)









