

# Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: AWARDING OF FAÇADE IMPROVEMENT GRANT

Date: June 2, 2016

The village has received an application for the Façade Improvement Program from the Hawthorn Suites by Wyndham, 335 W St. Joseph Street. Hawthorn Suites is requesting a Façade Improvement Grant to help fund their 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:

- Repair and replace fascia boards and siding as needed

Estimated Project Cost: \$9,600-\$12,350

Requested Assistance: \$4,800-\$6,175 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 \$10,000.

For further information on the Façade Improvement Program please contact the Village Administrator at (920)448-2800 or email brad@villageofallouez.com.

**FAÇADE IMPROVEMENT APPLICATION FORM**  
APPLICATIONS ARE DUE JANUARY 1<sup>ST</sup>, APRIL 1<sup>ST</sup>, JUNE 1<sup>ST</sup>, AUGUST 1<sup>ST</sup>, OCTOBER 1<sup>ST</sup>

Applicant Name: J.P. Real Properties, Inc

Business Name: Hawthorn Suites by Wyndham

Address: 335 W. St. Joseph Street

Business Phone: 920-435-2222 Alternate Phone: \_\_\_\_\_

Email: mmills@allenoharader.com Fax: 920-435-4068

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:

Repair and replace fascia boards and siding as needed.

Estimated cost (Contractor quote): \$10,000 - \$12,000

Anticipated start date of project: ASAP

Anticipated completion date of project: 2 weeks

**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 \$10,000 (grant applicants only).

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).

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

5-25-16  
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)



