

**VILLAGE OF NEW GLARUS
COMMUNITY DEVELOPMENT AUTHORITY (CDA)
REMOTE MEETING**

Remote Meeting Link: <https://us02web.zoom.us/j/84669931837>

June 5, 2023

6:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of 4.24.23 Minutes
4. Consideration/Discussion: Façade Improvement Grant Application for 600 1st Street
5. Adjourn

Greg Thoenke - Chairman
New Glarus Community Development Authority

POSTED: N.G. Village Hall 6/2/23
 N.G. Post Office 6/2/23
 Bank of New Glarus 6/2/23

Kelsey Jenson,
Clerk/Treasurer

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD OF TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510.

**Village of New Glarus
Community Development Authority (CDA)
April 24, 2023 at 6:00 PM**

The meeting was called to order at 6:04 p.m. by Chair Greg Thoenke. Members Present: Greg Thoenke, Mark Janowiak, Peggy Kruse, Carol Hassemer, Dave Wytttenbach, and Mike Marty. Also Present: Village Administrator Lauren Freeman. Absent: Lori Rodefelfd.

Agenda: Motion by Peggy Kruse to approve the agenda, second by Carol Hassemer. Motion carried.

Consideration/Discussion: Façade Improvement Grant Application for 500 1st Street: The CDA discussed the application. One question was raised on whether the soffit/fascia part of the project was eligible because it is on the back of the building. Committee members discussed that because the building is on a corner, it is likely eligible. Motion by Carol Hassemer to approve the application, second by Dave Wytttenbach. Motion carried.

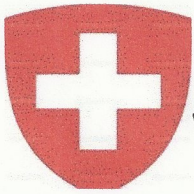
Consideration/Discussion: Façade Improvement Grant Application for 17 6th Avenue: Village Administrator Lauren Freeman clarified that the applicant had the wrong numbers on the grant share and that after discussion, Village staff updated the numbers to reflect what the cost share should be. Motion by Peggy Kruse to approve the application, second by Carol Hassemer. Motion carried.

Consideration/Discussion: Façade Improvement Grant Application for 18 7th Avenue: Motion by Carol Hassemer to approve the application, second by Mark Jonowiak. Motion carried.

Consideration/Discussion: Façade Improvement Grant Budget & Award Amounts: Village Administrator Freeman shared a memo with the Committee outlining proposed increases to the grant program's budget and award amounts. The program is funded through TID #4, which has ample funds for the increased budget. The Committee discussed interest in increasing the budget further from \$20,000 to \$40,000, instead of \$30,000. Motion by Mark Janowiak to increase Façade Improvement Grant annual budget to \$40,000 and increase grant award maximums to \$6,000, second by Carol Hassemer. Motion carried.

Adjournment: The meeting adjourned at 6:44 p.m.

Minutes taken by:
Lauren Freeman, Village Administrator



Village of New Glarus

319 Second Street ~ PO Box 399 ~ New Glarus, WI 53574 ~ 608.527.2510

www.newglarusvillage.com

FAÇADE IMPROVEMENT PROGRAM – GRANT APPLICATION

Applicant Information	
Contact Name: <i>Tory Hutchison</i>	Contact Address: <i>18142 Zentner Rd New Glarus</i>
Business Name: <i>Hutch + Hide LLC</i>	Project Address: <i>600 First Street</i>
Day Phone: <i>414-436-8669 (cell)</i>	Alt. Phone: <i>608-636-2300</i>
E-Mail: <i>Tory@hutchandhide.com</i>	
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> LLC <i>sub S corp.</i> <input type="checkbox"/> Other: _____	

Building Owner Information (if different than applicant)	
Owner Name:	Owner Address:
Day Phone:	Alt. Phone:
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:

July 24-2023

Proposed Completion Date:

August 4th - 2023

Contractor Name, Address & Contact Info:

Budget Estimates:

Total Project Estimate: \$ 6,687.65

Façade Grant Request: \$ 3,343.82

Private Funds: \$ 3,343.83

Private Loans: \$ NA

Other Funding: \$ NA

NOTE: Please attach two written bids or cost estimates to the application. If the Applicant is applying to complete the work themselves (no contractor), please attach a detailed budget with costs quoted for materials and equipment rental.

Project Description

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

Replace all damaged + or worn out black siding + Trim on exterior. Re-Caulk all seams. Stain all Cedar Trim to extend life of new siding.


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

Will help update/improve the facade of our building down town.

Please provide the required attachments listed below:

- Drawings / design plans (per Sec. IV.A.1.). *Not changing Trim/Siding location*
- Contractor proposal (s) and Certificate of Liability Insurance (per Sec. IV.A.2.).
- Certificate of Insurance (per Sec. IV.A.11.). *owner*
- Historical photos of property if available. *NA*
- Current photo of property. *emailed*

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 Village of New Glarus CDA Façade Improvement Program and agree to abide by its conditions. I acknowledge that the CDA 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: 5-11-23

Please send completed application and accompanying materials to:

Village Administrator
319 2nd Street, PO Box 399
New Glarus WI 53574
608.527.5971
Administrator@newglarusvillage.com



HUTCH + HIDE
NEW GLARUS
WISCONSIN *a family store*

Hutch + Hide Facade Update Pricing

● Cedar Siding Trim Material	
- 1" x 6" x 16' (72 Boards) \$32 ea.	\$2,304
- 1" x 8" x 16' (35 Boards) \$51.20 ea.	\$1,785
- Delivery (Cedar Direct Dodgeville, WI)	\$150
● Cabot Solid Color Oil Stain Black	
- (6 Gal.) \$60 ea.	\$360
● Brushes/Rollers Etc. Staining Supplies	\$100
● Fasteners	
- Stainless Steel (For use in Cedar)	\$300
● Exterior Caulk	
- DAP Dynaflex Ultra Exterior Caulk (24)	\$205
● Construction Lift Rental (M&D Monroe)	
- 7 Day Rental 60' Lift w/Basket	\$895
- Lift Delivery/Pick Up Fee	<u>\$240</u>
● Project Total	\$6,339
- Tax	<u>\$348.65</u>
- Grand Total	<u>\$6,687.65</u>



Village of New Glarus

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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 annual allocation of \$40,000. Grants may be provided in an amount not to exceed fifty percent (50%) of the total project cost, or a maximum award of \$6,000 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.

Applicants are eligible to complete the proposed façade improvement work themselves, with the following restrictions:

- The proposed project does not require a building permit (minor repairs only)
- The grant may cover the cost of materials and equipment rental needed to complete the project; labor costs will not be eligible for grant funding
- Applicant shall submit a detailed budget with costs quoted for materials and equipment rental in lieu of the two-bid requirement

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 issues 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. Approved grant applicants shall provide a before and after photo of their property for grant documentation. Additionally, the approved grant applicant shall submit all receipts of grant work completed to be reimbursed the approved grant amount. The applicant's matching costs should be documented in the receipts as well.

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 at 608-527-5971 or adminstrator@newglarusvillage.com.