



**CITY OF WISCONSIN DELLS  
TIF REVOLVING LOAN FUND PROGRAM**

**APPLICATION REVIEW FORM**

**Date Received:** 06/09/2014

**Applicant:** Great Harvest Bread Company – Dough of the Dells (MaryAnn and Richard Glime)

**Summary:** Apply for RLF funds to reimburse purchased bread making and miscellaneous bakery equipment in conjunction with operations of the new Wisconsin Dells Great Harvest Bread Company located at 329 Broadway.

**APPLICATION CHECKLIST:**

Loan Type    Type 1  Type 2

Amount of Request: **\$40,000**

- Yes                                Forms completed and signed
- Yes                                Business plan received
- Yes                                Commitments from private lenders
- Yes                                Financials for last two years and future projections
- Yes                                Complete photographs submitted
- Yes                                Complete drawings or plans submitted
- Yes                                Methods and materials fully explained

**Date Reviewed:** 6/13/14

- Yes                                Applicant is eligible
- Yes                                Activities are eligible
- NA                                If type 2 loan, has the bank approved or conditionally approved a bank loan?
- NA                                The project conforms to the City’s required design standards ordinance
- Yes                                Project will add tax base to the City through remodeling
- Yes                                Benefits the community through downtown revitalization, job creation and/or needed services
- Yes                                Program Administrator recommends funding award

**Program Administrator Comments:**

The original application listed the need for "Working Capital" (ineligible use of RLF program funds) but the collateral pledged is first lien on equipment (owned free and clear per receipts and emails – owners used 401k proceeds for purchase), therefore qualifying as an eligible use under Section 3.3(1) of the *TIF RLF Manual*. While "non-fixed" improvements are ineligible under Section 3.4(1), \$180,000 in leasehold improvements and required utility upgrades (eligible uses of RLF program funds) have been made to the downtown location to accommodate the bakery operations. Viewed holistically, given the first lien position offered as collateral, along with the downtown business location and intended use of funds, the \$40,000 RLF request meets the requirements and program intent of the Wisconsin Dells RLF program.

**Outstanding Loans:**

- 7002-54018N - \$158,000 (2/15-8/15/14)–Line of Credit (LOC) for build-out and franchise fee  
Collateral Pledged: Business Assets (3 Laundromats) and 44 acres
- 7002-54103N - \$24,000 (4/22/14-4/22/17)–Build-out of GHBC  
Collateral Pledged: RE Mortgage of 7950 Sunshine Rd, Lena WI

The only concern with the financing package as presented is:

1. Loan 7002-54018N is a LOC with a lump sum principal payment due on 8/15/14. My assumption is that this will transfer to a traditional mortgage note at closing with a first lien requirement on all business assets. Securing a first lien position on \$40,000 in equipment assets may complicate / prevent the refinancing of this note unless authorized / accepted by the Peshtigo National Bank (*if applicable*). I have placed a phone call to Bank President Keith Shallow to discuss.
2. If the refinance of the LOC requires a subordination of the potential WD RLF loan, the City would be in a secondary lienholder position and the RLF funds would carry an inherent collateral risk.

MSA recommends the following:

- **Option 1:** Issuance of \$40,000 with first lien on equipment as collateral
- **Option 2:** Issuance of \$40,000 subject to subordination after 8/15/14

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**COMMUNITY DEVELOPMENT AUTHORITY ACTION:**

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Returned for additional information or revision  
 \_\_\_\_\_ Not approved

**REASON FOR RETURN OR NON-APPROVAL:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Any application not approved may be revised and resubmitted for approval.

Date: \_\_\_\_\_

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EDRLF Program Administrator

Bud 311812  
 012  
 01/008  
 0540

**BORROWER'S NAME AND ADDRESS**  
 RICHARD W. GILME, MARY ANN GILME  
 770 ASSISIOS ST  
 ERLA, WI 54138

**LENDER'S NAME AND ADDRESS**  
 THE FIRST NATIONAL BANK  
 750 FRENCH ST  
 FRENCHTON, WI 54157

For value received, I promise to pay to you, or your order, at your address listed above the PRINCIPAL sum of ONE HUNDRED FIFTY EIGHT THOUSAND AND NO/100 Dollars \$ 158,000.00  
 No additional advances are contemplated under this note.  
 Single Advance: I will receive all of this principal sum on \_\_\_\_\_ and future principal advances are contemplated.  
 Multiple Advance: The principal sum shown above is the maximum amount of principal I can borrow under this note. On 02/15/2014, I will receive this amount of \$ 158,000.00 at the rate of 5.500% per year until 02/15/2014.

**Conditions:** The conditions for future advances are OPEN REQUEST, UNLESS FINANCIAL CONDITION DETERMINES OR BANKWRITING IS DECLARED.  
 Open End Credit: You and I agree that I may borrow up to the maximum amount of principal more than one time. This feature is subject to all other conditions and applies on \_\_\_\_\_.  
 Closed End Credit: You and I agree that I may borrow up to the maximum only one time (and subject to all other conditions).  
**INTEREST:** I agree to pay interest on the outstanding principal balance from 02/15/2014 at the rate of 5.500% per year until 02/15/2014.  
 Variable Rate: This rate may then change as stated below.  
 Index Rate: The future rate will be \_\_\_\_\_ the following Index rate: \_\_\_\_\_

No Index: The future rate will not be subject to any normal or external index. It will be entirely in your control.  
 Frequency and Timing: The rate on this note may change as often as \_\_\_\_\_.  
 A change in the interest rate will take effect \_\_\_\_\_.  
 Unimortized: During the term of this loan, the applicable annual interest rate will not be more than \_\_\_\_\_ % each \_\_\_\_\_ % or less than \_\_\_\_\_ %.  
 Effect of Variable Rate: A change in the interest rate will have the following effect on the payments:  
 The amount of each scheduled payment will change. \_\_\_\_\_  
 The amount of one final payment will change. \_\_\_\_\_

**ACCRUAL METHOD:** Interest will be calculated on a ACTUAL/360 basis.  
**POST MATURITY RATE:** I agree to pay interest on the unpaid balance of this note owing after maturity, and until paid in full, as stated below:  
 at a rate equal to \_\_\_\_\_  
 of a rate equal to \_\_\_\_\_ days after it is due, I agree to pay a late charge of 5.00% of the payment amount, no account, or insufficient credit.

RETURNED CHECK CHARGE: I agree to pay a charge of \$ 25.00 for each check returned unsatisfied because of insufficient funds, no account, or insufficient credit.  
 ADDITIONAL CHARGES: In addition to interest, I agree to pay the following charges which  are  are not included in the principal amount above:  
 PAYMENTS: I agree to pay this note as follows:  
 MONTHLY PAYMENTS OF ACCRUED INTEREST CALCULATED ON THE AMOUNT OF CREDIT OUTSTANDING BEGINNING ON 03-15-2014 AND PRINCIPAL DUE ON 02-15-2014, THE ACTUAL AMOUNT OF ANY FINAL PAYMENT WILL DEPEND ON MY PAYMENT RECORD.

**PURPOSE:** The purpose of this loan is LINE OF CREDIT FOR SIGN OUT SIGNATURE FEE, AN EXPENSE FOR WISCONSIN DRL & BAKERY  
**ADDITIONAL TERMS:**

**SPOUSAL NOTICE - WISCONSIN RESIDENTS ONLY**  
 Married Borrower: If checked, the obligation evidenced by this note and any agreement securing this note is incurred in the interest of my Married spouse.  
 Non-Signing Spouse: The undersigned is married to the borrower. I grant this note, actually knows of the credit extended under this note, and waives any notice of this extension of credit.  
 Security: This note is separately secured by (describe separate document by type and date):  
 CSA 2-15-14 ALL BUS ASSETS LANDOWNERS 2-15-14 214UNDPAYMENTS & 44 ACRES  
 (The section for your marital status is to be a separate security document does not mean the agreement will not secure this note.)

SIGNATURES: BY SIGNING UNDER SEAL, I AGREE TO THE TERMS OF THIS NOTE INCLUDING THOSE ON PAGE 21. I have received a copy of today's file.  
 RICHARD W. GILME  
 MARY ANN GILME

Signatures for Lender:  
 KATH SHALLOW, PRESIDENT

C-510

1098-100

31812

1011

REV

01008.00

RICHARD M. SLIME: MARY ANN SLIME  
710 AUSUBUS ST  
LENA, WI 53139

THE FARMERS NATIONAL BANK  
250 BURGESS ST  
PESHIGO, WI 54157

ACCOUNT 7012  
Loan Number 201254102M KS-HEO  
Date 04-22-2014  
Maturity Date 04-22-2017  
Loan Amount \$ 210.30  
Interest \$ 210.30  
Principal \$ 210.30  
LUMP \$ 210.30

BORROWER'S NAME AND ADDRESS  
\*Includes each borrower above, jointly and severally.

LENDER'S NAME AND ADDRESS  
\*Your master's use only, its successors and assigns.

For value received, I promise to pay to you, or your order, at your address listed above the PRINCIPAL sum of TWENTY FOUR THOUSAND AND NO/100  
Dollars \$ 24,000.00

Single Advance: I will receive all of this principal sum on \_\_\_\_\_ No additional advances are contemplated under this note.  
 Multiple Advance: The principal sum shown above is the maximum amount of principal I can borrow under this note. On 04-22-2014  
I will receive the amount of \$ 210.30 and future principal advances are contemplated.  
Conditions: The conditions for future advances are UPON REQUEST.

Open End Credit: You and I agree that I may borrow up to the maximum amount of principal more than one time. This feature is subject to all other conditions and expires on \_\_\_\_\_  
 Closed End Credit: You and I agree that I may borrow up to the maximum only one time (and subject to all other conditions).

INTEREST: I agree to pay interest on the outstanding principal balance from 04-22-2014 at the rate of 5.500% per year until 04-22-2017.  
 Variable Rate: This rate may change as stated below.  
 Index Rate: The future rate will be \_\_\_\_\_ the following index rate: \_\_\_\_\_

No Index: The future rate will not be subject to any internal or external index. It will be entirely in your control.  
 Frequency and Timing: The rate on this note may change as often as \_\_\_\_\_  
A change in the interest rate will take effect \_\_\_\_\_  
 Limitations: During the term of this loan, the applicable annual interest rate will not be more than \_\_\_\_\_ % or less than \_\_\_\_\_ %.  
The rate may not change more than \_\_\_\_\_ % each \_\_\_\_\_  
Either of Variable Rate: A change in the interest rate will have the following effect on the payments:  
 The amount of each scheduled payment will change.  
 The amount of the final payment will change.

ACCRUAL METHOD: Interest will be calculated on an ACTUAL/360 basis.  
POST MATURITY RATE: I agree to pay interest on the unpaid balance of this note after maturity, and until paid in full, as stated below:  
 on the same fixed or variable rate basis in effect before maturity (as indicated above).  
 at a rate equal to \_\_\_\_\_ days after it is due, I agree to pay a late charge of 5.000% OF THE PAYMENT AMOUNT.

RETURNED CHECK CHANGE: I agree to pay a charge of \$ 25.00 for each check returned unsatisfied because of insufficient funds, no account, or insufficient credit.  
 ADDITIONAL CHARGES: In addition to interest, I agree to pay the following charges which  are  are not included in the principal amount above:  
PAYMENTS: I agree to pay this note as follows:  
THE FOLLOWING PAYMENTS ARE BASED ON FULL PRINCIPAL BALANCE, ACTUAL AMOUNT OF PAYMENTS CONTINGENT ON OUTSTANDING BALANCE OF THE LOAN, 3 MONTHLY INTEREST PAYMENTS BEGINNING FROM 5/10/2014 TO 7/10/2014 AND 24 MONTHLY PAYMENTS OF \$220.00 BEGINNING 08-22-2014 AND 1 PAYMENT OF \$28,356.25 ON 04-22-2017. THE ACTUAL AMOUNT OF MY FINAL PAYMENT WILL DEPEND ON MY PAYMENT BEHAVIOR.

PURPOSE: The purpose of this loan is REDEMPTION OF SHARES IN W.D.B.I.S.  
ADDITIONAL TERMS: \_\_\_\_\_

SPOUSAL NOTICE - WISCONSIN RESIDENTS ONLY  
 Married Borrower: If checked, the obligor evidenced by this note and any agreement securing this note is incurred in the interest of my marriage or family.  
 Non-Signing Spouse: This acknowledgment is certified to the borrower signing this note, actual creditors of the credit extended under this note, and waives any notice of this extension of credit.  
X Richard M. Slime Seal X Mary Ann Slime Seal  
X \_\_\_\_\_ Seal X \_\_\_\_\_ Seal

SECURITY: This note is separately secured by (describes separate document by type and date):  
REAL ESTATE 422314 DM 7950 SUNSHINE RD, LENA, WI AND CSA 010 01514-2M ALL BUSINESS ASSETS  
(This includes all real personal use. Failure to get a separate security document does not make the agreement null and void.)  
SIGNATURES: BY SIGNING UNDER SEAL, I AGREE TO THE TERMS OF THIS NOTE INCLUDING THOSE ON PAGE 21. I HAVE RECEIVED A COPY OF THIS NOTE.  
RICHARD M. SLIME Seal Richard M. Slime  
MARY ANN SLIME Seal Mary Ann Slime

Signature for Lender  
KATHY SHALLOW, PRESIDENT Seal \_\_\_\_\_ Seal \_\_\_\_\_

**BAKERY SYSTEMS**

PO Box 20612  
 Billings, MT 59104

**Invoice**

Date	Invoice No.
01/25/14	2581

**Bill To:**

Dick and Mary Ann Glime  
 Great Harvest Bread Company  
 329 Broadway  
 Wisconsin Dells, WI 53965

**Ship To:**

Dick and Mary Ann Glime  
 Great Harvest Bread Company  
 329 Broadway  
 Wisconsin Dells, WI 53965

**Terms**

Item	Description	Quantity	Price Each	Amount
Misc.	Thank you for your business.  Down Payment - BAKERY EQUIPMENT WORKING LIST TOAL PRICE is \$ 29,725.00 Delivered/installed and w/ std Bakery Systems used Warranty	1	15,000.00	15,000.00
			<b>Total</b>	<b>\$15,000.00</b>

**BAKERY SYSTEMS**

PO Box 20612  
 Billings, MT 59104

**Invoice**

Date	Invoice No.
04/10/14	2625

<b>Bill To:</b>
Dick and Mary Ann Glime Great Harvest Bread Company 329 Broadway Wisconsin Dells, WI 53965

<b>Ship To:</b>
Dick and Mary Ann Glime Great Harvest Bread Company 329 Broadway Wisconsin Dells, WI 53965 Cell # 920-373-1541

<b>Terms</b>
Due on Receipt

Item	Description	Quantity	Price Each	Amount
Misc.	Thank you! WORKING LIST OF 04-18-14	1	55,310.00	55,310.00
			<b>Total</b>	<b>\$55,310.00</b>

**PAID**



1033B W. Northland Ave

Appleton, WI 54914

(920) 731-2112

5/12/14

Receipt of payment

Skiold Mill - \$10,000

Paid in full 5/12/14

WARNING: SECURITY FEATURES INCLUDE A COLORED BACKGROUND WITH LOGO AND MICROPRINT BORDER.

<b>DOUGH OF THE DELLS</b> DBA GREAT HARVEST BREAD CO. 329 BROADWAY WISCONSIN DELLS, WI 53985 (608) 263-3113	<b>BMO HARRIS BANK</b> 501 BROADWAY WISCONSIN DELLS, WI 53985	2-2568710 <b>1000</b> 5/14/2014
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PAY TO THE ORDER OF **Stratton Sales and Service Inc.** \$12,750<sup>00</sup>  
*Twelve thousand seven hundred fifty dollars only* DOLLARS  
*Richard W. Shaw*

MEMO *Bill Payment*

⑈001000⑈ ⑆071025661⑆ 4814423306⑈

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FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

5/19/2014 16:28:05  
 STRATTON - 51692  
 >324079500< - 35987408

ENCLOSURE HERE

PAY TO THE ORDER OF  
 UTAH FIRST CREDIT UNION  
 SALT LAKE CITY, UT 84141-2812  
 P 324079500-4  
 FOR DEPOSIT ONLY  
 STRATTON SALES AND SERVICE  
 00035987408

DO NOT WRITE ABOVE OR BELOW THIS LINE

Media	M--
Posting Date	20140521
CPCS Seq #	2600274175
Account #	4814423306
Amount	1275000
Ck/Serial #	1000
Dep CPCS Seq #	12
Dep Account	0
R/T Routing Transit	07102566
Bank #	29
TranCode	0

Printed by Bank-A-Check

1470  
79-546759

**RICHARD GLIME**  
**MARY ANN GLIME**  
 DEB COLEMAN LUNDROMAT  
 701 AUGUST STREET  
 LENEXA, WI 54138

4-23-2014

Pay to the Order of Stratton Sales \$ 8000.00  
eight thousand no/100 DOLLARS & 00/100

*Richard Glime*

RESHTGO NATIONAL BANK  
 RESHTGO, WI 54157  
 COLEMAN OFFICE

FOR \_\_\_\_\_

⑆075906469⑆ 25 053 6⑈ 1470

ENDORSE HERE

X  
 PAY TO THE ORDER OF  
 UTAH FIRST CREDIT UNION  
 SALT LAKE CITY, UT, 84111-3812  
 ⑆324079500⑆  
 FOR DEPOSIT ONLY  
 STRATTON SALES AND SERVICE  
 000035927408

DO NOT SIGN / WRITE / STAMP BELOW THIS LINE  
 FOR FINANCIAL INSTITUTION USAGE ONLY \*

4/28/2014 16:33:31  
 STRATTON - 57439  
 >324079500< - 35987408

FEDERAL RESERVE BANK REGULATION CC

Security features on this document include a Micro-Print Signature Line and Security Screen.  
 Absence of these features may indicate alteration.

**RICHARD GLINE**  
**MARY ANN GLINE**  
DBA COLEMAN LAUNDROMAT  
710 AUSLIDOS STREET  
LENA, WI 54139

5-1-2014

1474  
79-646759

Pay to the  
Order of

**BTLL**

Management \$ 28815.00

Twenty eight thousand eight hundred DOLLARS

5/1/2014 10/100



**FIRSTHO NATIONAL BANK**  
RESHTGO, WI 54157  
COLEMAN OFFICE

FOR

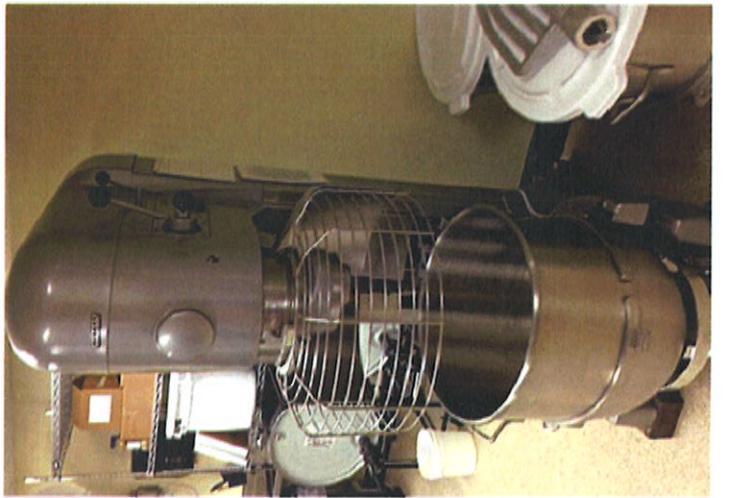
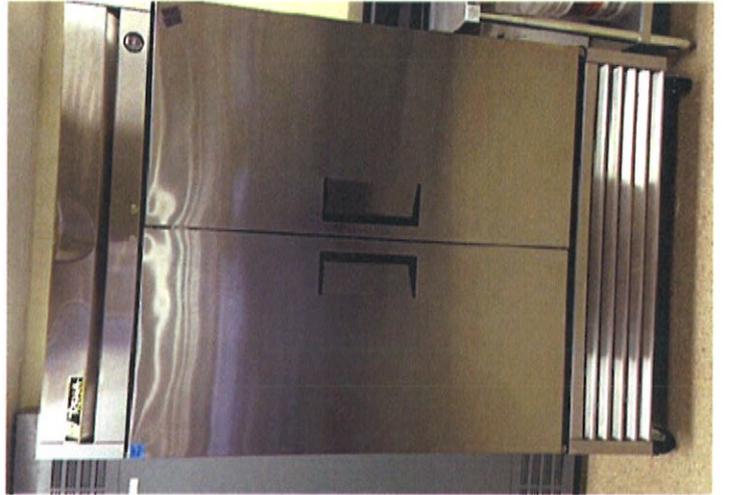
*Richard Gline*

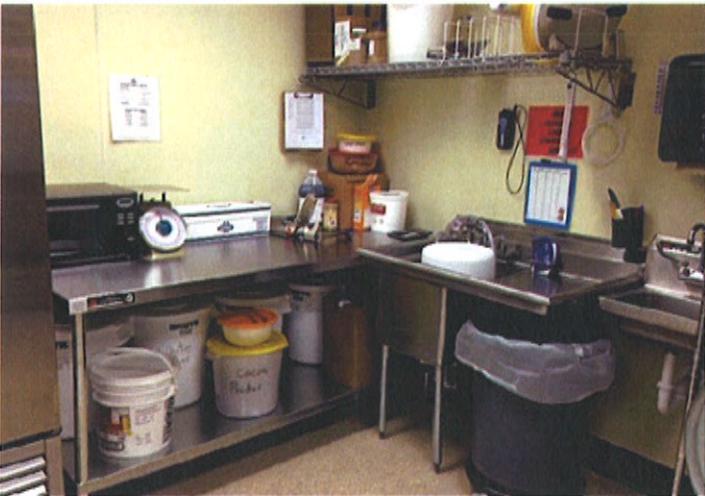
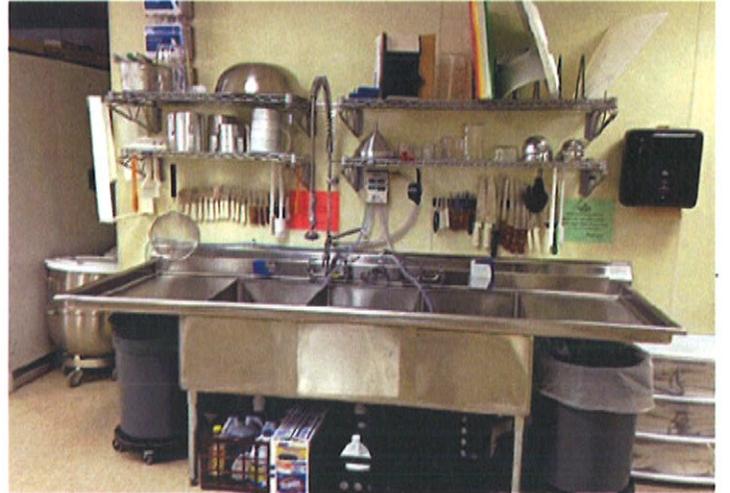
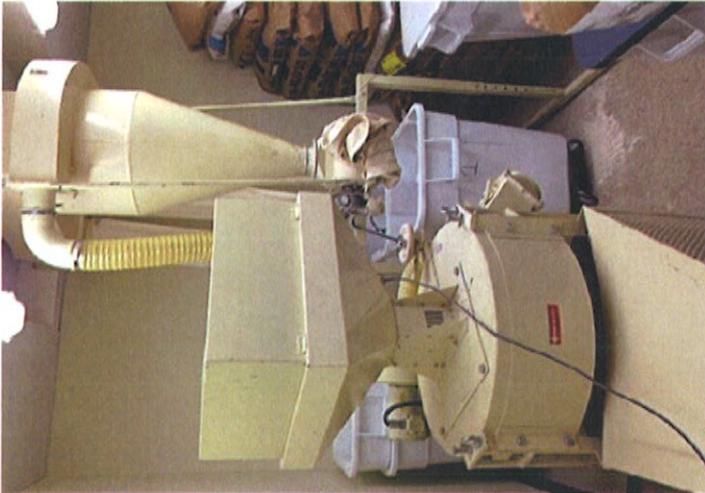
⑆075906469⑆ 25 053 6⑈ 1474

Security features on this document include a MicroPrint  
Signature Line and Security Green.  
Absence of these features may indicate alteration.

**PAY TO THE ORDER OF**  
**BANK OF MAUSTON**  
Mauston, WI  
FOR DEPOSIT ONLY  
**BTU MANAGEMENT, INC**  
111-464









Sample #1



**CITY OF MADISON**  
**FAÇADE IMPROVEMENT GRANT PROGRAM**  
*Building and beautifying Madison, one storefront at a time*

Department of Planning & Community & Economic Development  
Economic Development Division

215 Martin Luther King Jr., Boulevard  
Craig Wilson, 266-6557

[cwilson@cityofmadison.com](mailto:cwilson@cityofmadison.com)

website address: [www.cityofmadison.com/facadegrant](http://www.cityofmadison.com/facadegrant)

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## PROGRAM SUMMARY

Attractive building facades support and encourage local businesses. They can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners to reinvest in the downtown and smaller, neighborhood business areas, the City of Madison is offering grants to assist in the exterior renovations of these otherwise sound and vital properties.

### Applicant Eligibility Requirements

Property owners of service or commercial/mixed-use structures and building tenants, with leases of more than one year in length, located within the target area, are eligible for funding. Governmental entities and public and quasi-public authorities are ineligible for funding.

### Property Eligibility Requirements

Properties that are used in whole or part for service or commercial activities are eligible for funding. The program is intended to assist projects that promote retail activities, create an attractive environment, encourage neighborhood character and architectural design, use quality materials, and incorporate good design concepts. Projects meeting these objectives are eligible for a grant for up to one half the cost of facade improvements.

**In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, the City cannot fund the project with Facade Improvement Grants.**

### Target Area

- Properties located in the Central Business Improvement District
- King Street
- 300, 400, and 500 blocks of East Wilson Street
- Williamson Street
- Atwood Avenue
- South Park Street
- East Johnson Street
- Regent Street
- All of Monroe Street
- Winnebago Street
- Lakeside Street
- Old University Avenue from Chestnut Street to Farley Avenue
- Sherman Avenue
- All commercially zoned City designated historic landmarks in the City of Madison

Please see the attached maps for more detail on the exact areas.

### **Grant Amount**

Grants will be provided in an amount up to 50% of the total project cost, to a maximum of \$10,000 per street facing facade. Maximum amounts would range to \$10,000 for a single facade, \$20,000 for a building with two facades, and \$25,000 for “flatiron” buildings. The owner/tenant must use private, non-City funds to match the City’s Grant.

### **Eligible Costs**

Grants may be used for comprehensively restoring or substantially beautifying, or enhancing the entire facade or elevation of a commercial building. Eligible items include uncovering and restoring historical facades, removing existing facade materials and replacing them with more appropriate and attractive designs and materials, and other detailing which leads to a substantially enhance appearance.

Although not eligible for funding on their own, the following may be funded as part of a more comprehensive facade improvement: windows, doors, exterior cleaning, tuckpointing, painting, exterior lighting, shutters, gutters, awnings, and historical architectural elements. The program will fund projects that significantly improve the visual appearance of the property from the street. Design and permit fees associated with the construction are also eligible project costs.

### **Ineligible Costs**

The cost of new construction, repair or replacement of a roof, work to an alley facade, work that principally involves minor repairs, painting or maintenance, billboards, landscaping or paving are not eligible under the grant program.

### **Grant Requirements**

Projects must be started within 30 days of approval and completed within 120 days. Extensions to the 120-day completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension in writing. The City will notify the applicant in writing of its approval or denial.

The owner/tenant shall comply with all applicable provisions of the Madison General Ordinances concerning equal employment opportunity and affirmative action programs and practices in connection with the construction work being completed using loan funds. The owner/tenant shall assist and actively cooperate with the City in obtaining the compliance of contractors with such provisions of the Ordinances, and with the rules, regulations and relevant orders issued by the City pursuant to such provisions of the Ordinances.

**In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, the City cannot fund the project with Facade Improvement Grants.**

### **Processing Steps**

**Step 1** Applications must be submitted to the Economic Development Division, 215 Martin Luther King Jr., Boulevard, Room 312, P.O Box 2983, Madison 53701-2983 along with a \$100 application fee. Checks should be made payable to the City of Madison. An application from a tenant must include a copy of the lease and written approval from the owner. Applications must include photographs of the facades to be improved.

- Step 2** A City staff team will visit the site to discuss the proposed improvements. If the proposal meets the requirements of the Facade program, a Conditional Letter of Approval will be sent to the owner/tenant. This letter may require modifications or changes to the original proposal.
- Step 3** The applicant must submit plans and drawings to the Urban Design Commission (UDC) and, if necessary, to the City agencies including the Landmarks Commission, Plan Commission, Traffic Engineering and Zoning Board of Appeals. City staff will let the applicant know of any requirements beyond that of the UDC.
- Step 4** The applicant will then submit approved drawings and cost estimates to the Economic Development Division for review.
- Step 5** The Economic Development Division will prepare the appropriate resolutions for Board of Estimates and Common Council action.
- Step 6** Following approval by the Board of Estimates and Common Council, the Economic Development Division will prepare and furnish the applicant with the grant agreement.
- Step 7** The applicant must sign the grant agreement and return to the City.
- Step 8** The applicant must obtain permits for the required work. The applicant must display the sign provided by the City on the site indicating "Financing provided in part by the City of Madison Facade Improvement Grant Program."
- Step 9** The applicant pays for the completed construction work and submits paid receipts and lien waivers from the contractors to the Economic Development Division.
- Step 10** Following a final inspection, the Economic Development Division authorizes a check for the approved amount.



**CITY OF MADISON**  
**FAÇADE IMPROVEMENT GRANT PROGRAM**  
*Building and beautifying Madison, one storefront at a time*



Department of Planning & Community & Economic Development  
 Economic Development Division  
 215 Martin Luther King Jr., Boulevard  
 Craig Wilson, 266-6557  
[cwilson@cityofmadison.com](mailto:cwilson@cityofmadison.com)

**PROGRAM APPLICATION**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Business Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Name of Grantee: \_\_\_\_\_

Lease Terms: \_\_\_\_\_

Definition of Project Scope: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT**

Please provide photographs and copy of lease, land contract, or deed. Tenants must provide owner's written authorization.

**PROJECT BUDGET**

List Individual Project Elements (Awning, sign, painting of trim, etc.)	Total Cost	Grant \$	Private \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:	_____	_____	_____



**CITY OF MADISON**  
**FAÇADE IMPROVEMENT GRANT PROGRAM**  
*Building and beautifying Madison, one storefront at a time*



Department of Planning & Community & Economic Development  
 Economic Development Division  
 215 Martin Luther King Jr., Boulevard  
 Craig Wilson, 266-6557  
[cwilson@cityofmadison.com](mailto:cwilson@cityofmadison.com)

Contractor/Supplier: \_\_\_\_\_

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

**ATTACHMENT**

\* Bids, estimates, and/or contracts, product brochures, locator map and design drawings, if appropriate.

REMARKS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT'S CERTIFICATION**

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Madison Façade Grant Program and is true and complete to the best of the applicant's knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed application, accompanying materials, and application fee of \$100 to:

Economic Development Division  
 Attn: Craig Wilson  
 215 Martin Luther King Jr. Boulevard, Room 312  
 P.O. Box 2983  
 Madison, WI 53701-2983

Sample #2

**Monona Drive**

**Façade Improvement Program**

**Application Guide**



City of Monona, Wisconsin

Contacts:

Sonja Reichertz  
City Planner  
sreichertz@ci.monona.wi.us

Patrick Marsh  
City Administrator  
pmarsh@ci.monona.wi.us

5211 Schluter Road  
Monona, WI 53716  
Phone: (608) 222-2525

Approved October 12, 2009

Revised May 2013

### **What is the Monona Façade Improvement Program (FIP)?**

The City of Monona's Façade Improvement Program was established to enhance the visual aesthetics of a portion of the Monona Drive corridor in the City of Monona by offering grant funding to building owners to improve their building frontage on Monona Drive. The program is being undertaken in combination with the City's overall redevelopment of the Monona Drive right-of-way. Improvements to the visual appearance of the corridor are designed to spur reinvestment, which will lead to enhanced economic vitality of this area of the City.

Grant funds will be offered by the City of Monona, which has money budgeted for the program from a Tax Increment District (TID) that includes the area. Successful grant recipients will receive a 50% match reimbursement of all eligible project costs to the amount approved by the City of Monona Finance and Personnel Committee, with a total grant amount not to exceed \$10,000.

The program will be operated on a 12-month trial period to begin upon City Council approval on October 12, 2009, after which it will be re-evaluated.

### **Who is eligible to receive funding under the FIP?**

Eligible applicants include an individual or entity who currently owns a commercial, retail, mixed-use, or residential building with frontage on Monona Drive in the City of Monona, between US Highway 12 & 18 (the Beltline) on the south and Nichols Road on the north.

### **What can the funds be used for?**

Improvements that receive funding must improve the visual appearance and aesthetic quality of the building frontage that faces Monona Drive. Plans and designs must conform to the Urban Design Guidelines for Monona Drive, the Zoning Ordinance and all other City Ordinances.

Eligible project costs for which grant funding can be applied are, but not limited to the following:

- Exterior improvements, such as: awnings, materials, entranceways, masonry work, lighting, etc.
- Site improvements such as decorative walkways, permanent planters, patios, landscaping, etc., as well as professional design fees may be eligible uses of grant funding.

Applicants are encouraged to have plans for proposed improvements prepared by a design professional.

Sidewalk improvements are eligible, as long as they are accompanied by improvements to the façade facing Monona Drive. Improvements made to exterior walls not visible from Monona Drive will not be eligible for grant funding.

To be eligible, improvements with additions must also make improvements to the existing building façade. The addition must have a substantial impact on the overall appeal and aesthetic quality of the building façade.

The successful grant recipient will receive a 50% match reimbursement of all eligible project costs to the amount approved by the City of Monona Finance and Personnel Committee, with a total grant amount not to exceed \$10,000. The applicant is responsible for the other 50% of all eligible project costs for which the grant is applied. The applicant is also responsible for 100% of all non-eligible project costs and 100% of all project costs in excess of \$20,000. The intention is to award only one (1) grant of \$10,000 maximum per building.

### **How is the Program implemented?**

The City of Monona Department of Planning and Community Development will be responsible for the administration of the Program. The following details the steps that a Building Owner (Applicant) must follow to apply for and receive funding through the Grant Program:

1.     **Attend Pre-Application Meeting.**  
Applicant to contact either Sonja Reichertz or Patrick Marsh at the City of Monona to arrange a meeting to discuss their proposed improvements and to determine eligibility. This meeting will help insure that the applicant understands all aspects of the Program before spending time and money to move their project forward.
2.     **Complete Application Form.**  
Applicant completes Application Form and returns the required information to their City contact.
3.     **Obtain City Approvals:**
  - A.     **Meet with City Finance Committee.**  
Applicant will be scheduled to meet with the City Finance and Personnel Committee for evaluation of their Grant Request. (Committee usually meets the first and third Monday of each month at 6:00 PM).
  - B.     **Prepare Plans and Designs and Meet with City Plan Commission.**  
If the Grant Request is approved, the Applicant must then prepare detailed plans and designs for review by the City Plan Commission. The plans and designs must conform to the Urban Design Guidelines for Monona Drive, and the Monona Municipal Zoning Ordinance. (The Commission typically meets the second and fourth Monday of each month at 7:00 PM).
4.     **Sign Agreement with the City.**  
If any conditions of approval were deemed necessary, revisions must be resubmitted and approval received before agreements can be initiated. Upon receipt of the necessary approvals, the City will enter into a formal agreement with the Applicant.
5.     **Commence Work on the Project.**  
No work may begin on the project prior to approvals, and signing the Agreement for Improvements Between City and Applicant. If designs vary from the original approval, all work must cease and the revisions be resubmitted for approval by the City.
6.     **Project Completion.**  
  
Applicants have twelve (12) months to complete the improvements according to the approved plans and designs. Once the project work is complete, the Applicant must notify their City contact. The City representative will then inspect the project for full compliance with the documents and approvals granted, and the City representative and applicant will sign a Close-Out Form. This Form will acknowledge the successful completion and that the Applicant has complied with all terms of the Agreement with the City.
7.     **Submit Reimbursement Request.**  
Upon receipt of the signed Close-Out Form, the Applicant may submit the Reimbursement Request Form to their City Contact along with the necessary documentation such as invoices, lien waivers if used. This information will be reviewed by the Finance Committee and if found to be in compliance, the City will issue a reimbursement check to the Applicant.



City of Monona Façade Improvement Program  
City of Monona Department of Planning and Community Development  
Attn: Sonja Reichertz  
5211 Schluter Road  
Monona, WI 53716  
Phone: (608) 222-2525  
[sreichertz@ci.monona.wi.us](mailto:sreichertz@ci.monona.wi.us)

**APPLICATION FORM**  
**City of Monona, Wisconsin**

**Façade Improvement Program**

Please review the Monona Drive Façade Improvement Program Application Guide for terms and conditions of the grant program before completing this application.

Building owner: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

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

**Building Information:**

Building name: \_\_\_\_\_

Building existing use: \_\_\_\_\_

Building/project address: \_\_\_\_\_

**For Administrative Use Only:**

Date of Plan Commission approval: \_\_\_\_\_

Date of Finance and Personnel Committee Approval \_\_\_\_\_

Date of execution of Improvement Agreement: \_\_\_\_\_

Date of construction start: \_\_\_\_\_

Any design amendments to date? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of amendment approval: \_\_\_\_\_ Type of amendment: \_\_\_\_\_

**Design Consultant Information:**

Company name: \_\_\_\_\_

Project contact person: \_\_\_\_\_

Business address: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

**Contractor Information:**

Company name: \_\_\_\_\_

Project contact person: \_\_\_\_\_

Business address: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

**Project Information:**

Please describe the proposed improvements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed start date: \_\_\_\_\_

Proposed completion date: \_\_\_\_\_

### Project Budget

Please use the table below to describe the budget for the improvements being proposed in this application. Please list all project tasks (e.g. design services, signage, painting, masonry, lighting, labor, etc.) and include a description and the total cost of that task. Please be as specific as possible when listing project tasks. Please continue on the back side of this form if you need more space.

Task/Item	Description/Comments	Total Cost
<b>TOTAL COST OF IMPROVEMENTS</b>		\$
<b>AMOUNT OF FUNDING REQUESTED</b>		\$

**Please Attach:**

- Applicable information for the improvements that are proposed, including any photographs, plans, drawings, and contractor bid documents:
  - Photographs of the existing site and building conditions where improvements are proposed
  - Fee schedule and background information about consultant/firm qualifications to provide architectural design services, if proposed as part of activities to be covered with grant funding
  - Copy of contractor estimates for all services to be performed and covered with grant funding
  - Façade elevations of all proposed improvements to scale
  - Site plan identifying location of proposed changes

**Certification:**

I hereby certify that to the best of my knowledge and belief, the content of the application is true and correct.

Signature of Building Owner: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Sample #3

**VILLAGE OF SAUK CITY  
DOWNTOWN REVITALIZATION DISTRICT  
TAX INCREMENTAL FINANCING DISTRICT #8 (TID #8)**

**BUILDING FACADE AND SIGNAGE IMPROVEMENT  
MATCHING GRANT PROGRAM**

For more information contact:

Vicki Breunig  
Village of Sauk City  
Village Administrator  
726 Water St  
Sauk City, WI 53583

[vicki@saukcity.net](mailto:vicki@saukcity.net)

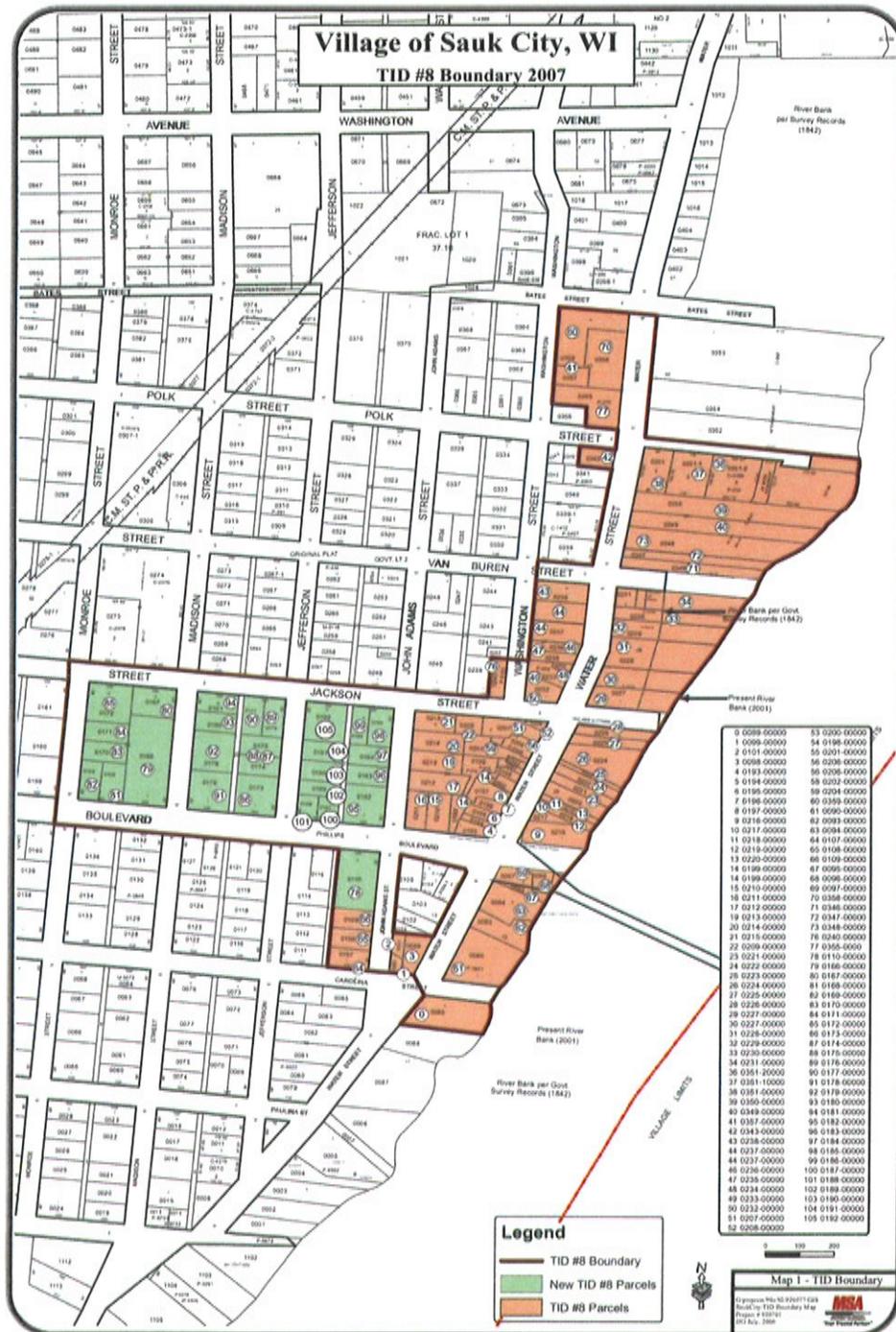
Telephone (608) 643-3932  
Fax (608) 643-2462

Adopted: July 29, 2008

# Village of Sauk City Building Facade and Signage Improvement Matching Grant Program

**Program Goals:** To encourage property owners and tenants to make exterior building facade improvements and/or install new or improved signage.

**Eligible Properties:** Properties located within the Village of Sauk City's TID #8 (downtown revitalization district), designated on the map below:



## Village of Sauk City Building Facade and Signage Improvement Matching Grant Program

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- Eligible Structures:** All existing or proposed commercial or mixed-use buildings on the tax roll and located in TID#8. Tax –exempt properties are not eligible.
- The property’s real estate taxes and all other payments due to the Village must be current as of the date of the application, or the application shall be deemed denied.
- A property (or contiguous properties held by the same owner) may only receive one (1) grant award within a thirty-six (36) month period.
- Eligible Applicants:** Property owners or leaseholders/tenants of commercial or mixed-use property. Leaseholders/tenants must also provide a letter of authorization from the property owner.
- Grant Amounts:** The grant will provide a “dollar for dollar” match. The minimum grant is \$500 and the maximum grant is \$2000 per property (or contiguous properties held by the same owner). The grant limits mean, for example, that a grant could be used to pay for \$1,500 of a \$3,000 project (50/50 match) or \$2,000 of a \$10,000 project (maximum grant amount). A maximum of \$2,000 of grant funds may be spent on signage.
- The Village of Sauk City’s Building Facade and Signage Improvement Matching Grant Program will award a maximum of \$20,000 per calendar year. Applications will be considered on an as-needed basis.
- Eligible Improvements:** The Village of Sauk City and/or its Plan Commission reserve the right to determine the eligibility of all items in a project’s scope of work. This determination shall be conclusive and final.
- All grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all Village of Sauk City code requirements including the Signage Ordinance, the Downtown Design Guidelines, zoning, building and safety codes. The applicant must obtain and pay for any necessary permits.
- Facade features eligible to be restored, renovated or constructed with grant dollars include:
- Exterior walls
  - Doors
  - Painting of exterior surfaces
  - Entrance/Exit improvements (including ADA)
  - Exterior architectural features
  - Facade accents such as fencing, molding (such as the molding on the Spellman House) and/or roof accents to support the façade

## Village of Sauk City Building Facade and Signage Improvement Matching Grant Program

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Signage eligible to be restored, renovated or constructed with grant dollars must meet the signage requirements set forth in Village ordinances and the Downtown Design Guidelines.

**Improvements must be completed within six (6) months of the award of the grant or the Village's obligation to reimburse shall terminate.**

With all grant-funded projects, **restoration** is preferable to **renovation**. Restoration is the attempt to return the façade to its original appearance through the use of authentic materials and the faithful replication of the building to conditions shown in old photos or records. Renovation projects should be sensitive to the historic appearance of the building, but may include modern materials and design elements.

Buildings on the State or National Register must be restored or rehabilitated according to the *Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

### **Ineligible Costs:**

Grant funds shall not be used for any of the following:

- Expenses incurred prior to application approval and grant award
- Site plan, sign or building permit fees
- Wages paid to applicant or applicant's dependents, unless same are contractors regularly providing the same or similar work to third parties
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property

### **Grant Process:**

The applicant must submit a proposal detailing the scope of work. Ten copies of the proposal should be submitted to the Village Administrator at the Sauk City Village Office. This proposal should include:

- Photos or drawings of existing sign or facade
- Drawings, description and/or pictures of the proposed sign or façade drawn to scale, including a display board of the actual samples of the product that will be used in the proposed sign or façade
- Detailed cost estimates
- A proposed timeline for the project

Village staff will perform a preliminary review of the proposal outlining how well the project meets the program objectives and requirements. If appropriate, the Applicant will be notified that the proposal is ready for referral and consideration by the Plan Commission.

The Plan Commission will then meet to complete its initial review of the proposal and determine if the application is complete. During this initial review, the Applicant may be asked to provide additional or clarifying information, and/or to make modifications to the proposal.

## Village of Sauk City Building Facade and Signage Improvement Matching Grant Program

From the date that the Plan Commission determines that the application is complete, the Plan Commission shall have 45 days to make its recommendation to the Village Board. The Plan commission's recommendation may be for approval, approval with conditions or denial. The Village Board will then review the application and the Plan Commission's recommendation, and the Village Board will make the final determination.

PLEASE NOTE: The grant is for REIMBURSEMENT of approved costs, provided that the following conditions are met:

- The grant recipient must submit a written signed statement that contains: (1) a list of all contractors and suppliers who worked on the approved project; and, (2) confirmation that the work has been completed in accordance with the approved application.
- The grant recipient must submit final unconditional lien waivers from ALL contractors and suppliers.
- The grant recipient must supply proof that the improvements passed all final inspections and meets all Village of Sauk City code requirements.
- The Village may also take those steps the Village deems appropriate under the circumstances to verify the information provided and completion of the project as approved.
- All improvements must be completed within six (6) months of the award of the grant, and all requests for reimbursement must be made within nine (9) months of the award of the grant, or applicant shall be deemed to have waived any right to reimbursement and no reimbursement shall be made. Extensions to the six (6) month completion period may be granted for inclement weather or the ordering of special building materials, provided that the grant recipient requests an extension in writing prior to expiration of the completion period. The Village will notify the grant recipient in writing of its approval or denial of the extension.

Approved by the Village Board of the Village of Sauk City on this 29th day of July, 2008, by a vote of 5 for, 0 against, and 0 abstaining.

James Anderson, Village President  
Vicki Breunig, Village Administrator

POST DATE TRAN # REFERENCE PACKET-----DESCRIPTION----- VEND INV/JE # NOTE =====AMOUNT===== -----BALANCE-----

112400		CASH-TIF EDRLF BUSINESS ACCT		B E G I N N I N G B A L A N C E			436,166.46	
4/25/14	4/25	A16980	CHK: 036815	03730	THE IVY COTTAGE WIS DELL 1	201404252141	20,000.00	456,166.46
4/30/14	5/05	B10372	Deposit 099999	01650	TIF RLF REIMB GEN-IVY COTTAGE	JE# 006675	20,000.00CR	436,166.46
4/30/14	5/05	B10372	Deposit 099999	01650	TIF RLF REIMB GEN-IVY COTTAGE	JE# 006675	20,000.00CR	416,166.46
4/30/14	5/05	B10372	Deposit 099999	01650	IVY COTTAGE APP FEE	JE# 006675	100.00	416,266.46
5/23/14	5/30	B10448	Misc 999999	01656	MSA BILL FOR TIFRLF LOAN WORK	JE# 006711	873.75CR	415,392.71
6/02/14	6/23	B10537	Deposit 999999	01661	IVY COTTAGE LOAN PAYMENT	JE# 006763	184.03	415,576.74
=====				ACCOUNT TOTAL	DB: 20,284.03	CR: 40,873.75CR		

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000 ERRORS IN THIS REPORT! \*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*

** REPORT TOTALS **	---	DEBITS ---	---	CREDITS ---
BEGINNING BALANCES:		436,166.46		0.00
REPORTED ACTIVITY:		20,284.03		40,873.75CR
ENDING BALANCES:		456,450.49		40,873.75CR

-\$200,000  
High Rock  
 \$ 215,576.74

High Rock Agreement  
 7 years  
 2010-2017