



## AGENDA

### REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

#### Members

- Chairperson Schlice
- Vice-Chairperson Gardner
- Alderperson Kneebone
- Commissioner Cooper
- Commissioner Kemmeter
- Commissioner Ladick
- Commissioner Barrett

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<b>Date and Time:</b>	April 30, 2024 2:00 PM	<b>Location:</b>	933 Michigan Ave Community Room Stevens Point, WI 54481
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#### Opening Section:

1. Roll Call
2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson.
3. Public comment for pre-registered individuals for matters appearing on the agenda.

#### Discussion and Possible Action on the Following:

1. Approval of Minutes from the November 14, 2023 and February 20, 2024 meetings of the Redevelopment Authority
2. Approval of Housing Trust Fund Financials - January, February, March 2024.
3. Approval of Housing Modernization Loan Program Financials - January, February, March 2024
4. Request from Jack & Jeanette Friess for an exemption to the Multi-Family Rental Conversion Grant Program for the property at 516 Bukolt Ave.
5. Request from City Staff for modification to the Neighbor Helping Neighbor Grant Program
6. Request from City Staff for modification to the Residential Demolition Grant Program
7. Update on Shopko Redevelopment Plan & Downtown Targeted Area Master Plan
8. Director's Report
9. Adjournment

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**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

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**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

## Meeting Minutes of the Redevelopment Authority

November 14, 2023

Members Present: Schlice, Gardner, Kneebone, Cooper, Kemmeter, Kneebone, Ladick (via zoom), Barrett.

City Staff: Director Kernosky, Mohr, Kordus

Others: Andrea Olson

Meeting Called to Order by Chair Schlice at 3:00 pm, November 14, 2023.

### Opening Section

1. Director Kernosky called the roll. All members present.

Discussion and Possible Action on the following:

1. Approval of Minutes from the June 20, 2023 Redevelopment Authority Meeting
  - a. Cooper/Barrett to approve. Unanimously approved as presented.
2. Approve Financial Reports from Housing Trust Fund - May 2023, June 2023, July 2023, August 2023, September 2023.
  - a. Kemmeter/Kneebone to approve. Unanimously approved as presented.
3. Request from Cody Williams and Yosell Cardenas for an exception to the Neighbor Helping Neighbor Grant Program for the property at 733 Bukolt Ave.
  - a. Director Kernosky provided an overview of the request. Applicant is seeking a retroactive approval of the program. They have invested significant dollars into the property. Director Kernosky denied the application, but advised that the applicant can appeal to the RDA for the retroactive approval. Director Kernosky advised that if the RDA chooses to accept the application, to provide clear direction to City staff to update the program.
  - b. Cody Williams made several statements regarding the request.
  - c. Neighborhood Improvement Coordinator Kordus provided an overview of the timeline.
  - d. Commissioners asked questions about other financing opportunities the applicant would have qualified for and why they didn't pursue those options. Commissioners also commented on how the property has been improved from the exterior appearance and helping to show investment in an older neighborhood of the City.

- e. Commissioners expressed interest in expanding the program to allow for retroactive purposes.
  - f. Gardner/Kemmeter to approve the request and direct staff to develop alternatives to allow for retroactive purposes for basic necessities and to determine a timeline.
    - i. Cooper would like to see an expansion of the program, not the retroactive thought process. Kemmeter thought the NHN program could be used for items on habitability.
    - ii. Motion passed unanimously.
4. Presentation by Baker Tilly on the Redevelopment Authority 2022 Audit findings.
- a. Justin Hoagland & Taylor Voegeli from Baker Tilly presented audit findings from 2022. In general, the RDA's 2022 audit was provided with a clean audit report.
  - b. Kemmeter/Kneebone to accept the audit report and place it on file.
5. Presentation on 2024 RDA Budget
- a. Director Kernosky presented the 2024 RDA budget. Kernosky noted that there's no significant changes with the exception of the newly created fund 253 for the housing modernization loan program.
  - b. Gardner questioned where the administrative transfer for the Director's salary was? Director Kernosky was going to review with Comptroller Ladick and provide feedback.
  - c. Gardner/Kemmeter to approve with clarification on the Director's salary. Motion passed unanimously.
6. Presentation on RDA Programs and utilization.
- a. Director Kernosky provided an update on where program utilization was, as historically it's been relatively low. With marketing efforts and community development staff working to get the word out, the utilization has been significantly higher for 2023.
  - b. Schlice expressed interest in direct mailing to property owners with properties that meet the threshold of the programs.
  - c. No motion needed.
7. Discussion and update on possible Convention Center/Workforce Development Center at 1101 Centerpoint Drive.
- a. Director Kernosky went over the memorandum written to the city's finance committee in October 2023.
  - b. Kemmeter asked questions pertaining to parking. Kernosky stated that parking is something we are taking into consideration.

- c. Andrea Olson, 410 Franklin St, made a comment on the study and wanted to understand what the purpose of the study was. Is the building the right building? Or are there better locations? We have other uses that are better suited for the building.
- 8. Executive Director's Report
  - a. Director Kernosky provided a verbal report to the Redevelopment Authority.
- 9. Enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to the following:
  - a. Discussion and update on possible development agreement for a property located within Tax Increment Finance District #10, Municipal Parking Lot #8 and RDA-owned properties adjacent (PID 281240832200420, 281240832200421, 281240832200425).
  - b. Discussion and update on possible development agreement for a property located within Tax Increment Finance District #10 (PID 281240832202969, AKA Shopko Parking Lot).
  - c. Motion by Cooper/Kemmeter to move into closed session. Roll call taken, unanimously approved.
- 10. Adjournment (Note: Commission will take no action in Open Session and will adjourn the meeting in Closed Session).

## Meeting Minutes of the Redevelopment Authority

February 20, 2024

Members Present: Schlice, Kneebone (via zoom), Kemmeter, Kneebone, Ladick, Barrett.

Excused: Gardner, Cooper

City Staff: Director Kernosky, Mohr, Kordus, Klesmith

Others: Ald. Christianson

Meeting Called to Order by Chair Schlice at 2:30 pm, February 20, 2024.

### **Opening Section**

1. Director Kernosky called the roll.
2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson.
3. Public comment for pre-registered individuals for matters appearing on the agenda.
  - a. Director Kernosky stated that no one registered to speak. Additionally, due to recent events the City is no longer allowing public participation via zoom or MS Teams.

### **Discussion and Possible Action on the Following:**

1. Election of Officers – Chairperson
  - a. Ladick/Kemmeter to appoint John Schlice as Chairperson. Passed unanimously.
2. Election of Officers - Vice-Chairperson
  - a. Ladick/Kemmeter to appoint John Gardner as Vice- Chairperson. Passed unanimously.
3. Approval of Minutes from the November 14, 2023 Redevelopment Authority Meeting
  - a. Minutes were not prepared in time for agenda. Removed from the agenda.

4. Approve Financial Reports from Housing Trust Fund -October, November, December 2023
  - a. Director Kernosky noted a transfer from the HTF to a CD investment. Kemmeter/Barrett to accept and place on file. Passed unanimously.
5. Third Amendment of Development Agreement - Opera House, LLC, City of Stevens Point, and RDA of Stevens Point
  - a. Director Kernosky provided an overview of the project and the request.
  - b. Ladick/Kemmeter to approve. Unanimously approved.
6. Request for an After the Fact Neighbor Helping Neighbor (NHN) Grant Reimbursement
  - a. This item was postponed.
7. Potential Changes to Neighbor Helping Neighbor (NHN) Grant Program
  - a. Director Kernosky, NIC Kordus, and NP Klesmith provided an overview of the request.
  - b. Kneebone questioned the need to include a garage in the request for the NHN program. Would support a shed to help with neighborhood improvement, not putting funds towards a garage. Barrett and Ladick echoed these statements.
  - c. Staff was directed to address the concerns brought up by the RDA and bring it back to another meeting for review and consideration.
8. Request to Update Housing Modernization Loan Program Eligibility Criteria
  - a. NP Klesmith provided an update to the program. These changes are minor in nature and only impact what properties are eligible based on assessed value. Because of the recent revaluation, these numbers need to be updated.
  - b. Director Kernosky agreed with Klesmith and provided an update on reassessment process moving forward.
  - c. Ladick/Barrett to approve as presented. Passed unanimously.
9. Request to evaluate and consider approval of Rental Improvement Program
  - a. NP Klesmith provided an overview of the proposed program.
  - b. Barrett asked if the standard would remain 30 years minimum age? Staff responded that yes, this would remain.
  - c. Schlice expressed concern that the RDA is spending money to subsidize income producing property, especially since there's no income or asset limitations. Schlice agreed that freezing the rent would be beneficial, but it's not the taxpayers responsibility to subsidize these landlords. Funds should be used for owner-occupied properties. Ladick echoed these thoughts.

- d. Director Kernosky echoed some of the same concerns. Kernosky stated that putting funds into these programs does increase the quality of the housing stock and provides more affordable housing - and that is something that the RDA should think about. Kneebone echoed this thought and added a point-based approach to awarding funds as opposed to simply providing funds.
- e. Several RDA members expressed varying opinions on how to approach, if any, this request.
- f. Director Kernosky stated that staff will consider the member's comments and bring back a revised program at a later date.

#### 10. Report on 2023 Program Usage

- a. Director Kernosky provided an update on the 2023 RDA program usage.

#### 11. Executive Director's Report

- Community Land Trust Update
- Shopko Redevelopment Update
- Edgewater Manor Update
- Municipal Lot #8
- 1101 Centerpoint Drive
- Downtown Targeted Area Master Plan Update

#### 12. Adjournment

- a. The meeting concluded at 3:22 pm.

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)  
January 31, 2024

FEB 26 2024

*Long Island*



Bank Statement Balance:	259,654.86	Book Balance Previous Month:	256,415.97
Outstanding Deposits:	.00	Total Receipts:	3,246.91
Outstanding Checks:	.00	Total Disbursements:	8.02
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	259,654.86	Book Balance:	259,654.86
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 3 items      Deposits Outstanding: 0 items

Checks cleared: 2 items      Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Include transaction count

Journal Code. Journal code = "CRHTF"

FEB 26 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTING HTF (CRHTF)</b>						
01/02/2024	1	MCDONALD TITLE-LORI KRUEGER-2116	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-2,796.67
01/02/2024	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	2,796.67	
01/08/2024	3	LAPORTE (HINTZ)	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
01/31/2024	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
01/31/2024	5	INTEREST FOR JANUARY 2024	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-385.24
01/31/2024	6	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	385.24	
Total CASH RECEIPTING HTF (CRHTF):					<u>3,246.91</u>	<u>-3,246.91</u>
References: 6 Transactions: 6						
Grand Totals:					<u>3,246.91</u>	<u>-3,246.91</u>

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHTF"

FEB 26 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISB - HTF (CDHTF)</b>						
01/31/2024	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	8.02	
01/31/2024	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-8.02
Total CASH DISB - HTF (CDHTF):					8.02	-8.02
References: 2 Transactions: 2						
Grand Totals:					8.02	-8.02

*Lois Lohr*

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHTF"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

MAR 19 2024

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)

February 29, 2024

*Erin Lakid*



Bank Statement Balance:	278,956.51	Book Balance Previous Month:	259,654.86
Outstanding Deposits:	.00	Total Receipts:	22,442.14
Outstanding Checks:	1,050.00	Total Disbursements:	4,190.49
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	277,906.51	Book Balance:	277,906.51
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 4 items      Deposits Outstanding: 0 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1120	1,050.00						
Grand Totals:							<u>1,050.00</u>

Checks cleared: 3 items      Checks Outstanding: 1 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Include transaction count

Journal Code: Journal code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTING HTF (CRHTF)</b>						
02/02/2024	1	VALLEJO - 324 2ND ST N	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-12,000.00
02/02/2024	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	12,000.00	
02/02/2024	3	HINTZ-LAPORTE	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
02/02/2024	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
02/21/2024	5	HAINES-1608 RESERVE ST	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-10,000.00
02/29/2024	6	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	10,000.00	
02/29/2024	7	INTEREST PAYMENT	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-377.14
02/29/2024	8	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	377.14	
Total CASH RECEIPTING HTF (CRHTF):					<u>22,442.14</u>	<u>-22,442.14</u>
References: 8 Transactions: 8						
Grand Totals:					<u>22,442.14</u>	<u>-22,442.14</u>

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISB - HTF (CDHTF)</b>						
02/15/2024	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	33.49	
02/15/2024	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-33.49
Total CASH DISB - HTF (CDHTF):					<u>33.49</u>	<u>-33.49</u>
References: 2 Transactions: 2						
Grand Totals:					<u>33.49</u>	<u>-33.49</u>

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

APR 11 2024

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)

March 31, 2024

*Lorey Lohr*



Bank Statement Balance:	278,374.76	Book Balance Previous Month:	277,906.51
Outstanding Deposits:	.00	Total Receipts:	478.28
Outstanding Checks:	.00	Total Disbursements:	10.03
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	278,374.76	Book Balance:	278,374.76
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 2 items      Deposits Outstanding: 0 items

Checks cleared: 2 items      Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

REVIEWED AND APPROVED

Report Criteria:

Include transaction count

Journal Code. Journal code = "CRHTF"

APR 11 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTING HTF (CRHTF)</b>						
03/05/2024	1	HINT-LAPORTE	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
03/05/2024	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
03/29/2024	3	INTEREST FOR MARCH 2024	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-413.28
03/29/2024	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	413.28	
Total CASH RECEIPTING HTF (CRHTF):					<u>478.28</u>	<u>-478.28</u>
References: 4 Transactions: 4						
Grand Totals:					<u>478.28</u>	<u>-478.28</u>

Report Criteria:

APR 11 2024

Include transaction count

Journal Code: Journal code = "CDHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISB - HTF (CDHTF)</b>						
03/15/2024	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	10.03	
03/15/2024	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-10.03
Total CASH DISB - HTF (CDHTF):					<u>10.03</u>	<u>-10.03</u>
References: 2 Transactions: 2						
Grand Totals:					<u>10.03</u>	<u>-10.03</u>

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHTF"

REVIEWED AND APPROVED

Feb 14, 2024 12:41PM

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

HOUSING MODERNIZATION LOAN (HML CHECKING) (12)

January 31, 2024

FEB 24 2024

Copy - Initial



Bank Statement Balance:	51,315.68	Book Balance Previous Month:	50,781.71
Outstanding Deposits:	.00	Total Receipts:	724.97
Outstanding Checks:	4,800.00	Total Disbursements:	4,991.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	46,515.68	Book Balance:	46,515.68
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 1 items      Deposits Outstanding: 0 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
525	4,800.00						
Grand Totals:							<u>4,800.00</u>

Checks cleared: 3 items      Checks Outstanding: 1 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Include transaction count

FEB 26 2024

Journal Code: Journal code = "CRHML"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH REC-HOUSING MOD LOAN (CRHML)</b>						
01/03/2024	1	GWIDT PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-165.20
01/03/2024	2	HAGER PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-164.41
01/03/2024	3	WAY PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-135.79
01/03/2024	4	SCHULTZ PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-259.57
01/03/2024	5	CASH RECEIPT BANK REC	253.11101	OTHER CASH ACCOUNTS	724.97	

*Jimmy T. [Signature]*

Total CASH REC-HOUSING MOD LOAN (CRHML):

724.97	-724.97
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References: 5 Transactions: 5

Grand Totals:

724.97	-724.97
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Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHML"

FEB 14 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISB-HOUSING MOD LOAN (CDHML)</b>						
01/03/2024	1	Auto Batch Total	253.11101	OTHER CASH ACCOUNTS	.00	-61.00
01/03/2024	2	ACHQ MONTHLY PAYMENT	253.56.00600.5950	GENERAL ADMINISTRATION CHGS	61.00	
Total CASH DISB-HOUSING MOD LOAN (CDHML):					61.00	-61.00
References: 2 Transactions: 2						
Grand Totals:					61.00	-61.00

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHML"

REMOVED AND APPROVED

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

MAR 18 2024

HOUSING MODERNIZATION LOAN (HML CHECKING) (12)

February 29, 2024

2024-02-29



Bank Statement Balance:	51,979.65	Book Balance Previous Month:	46,515.68
Outstanding Deposits:	.00	Total Receipts:	724.97
Outstanding Checks:	4,800.00	Total Disbursements:	61.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	47,179.65	Book Balance:	47,179.65
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 1 items Deposits Outstanding: 0 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
525	4,800.00						
Grand Totals:							<u>4,800.00</u>

Checks cleared: 1 items Checks Outstanding: 1 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Include transaction count

Journal Code: Journal code = "CRHML"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH REC-HOUSING MOD LOAN (CRHML)</b>						
02/07/2024	1	GWIDT PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-165.20
02/07/2024	2	HAGER PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-164.41
02/07/2024	3	WAY PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-135.79
02/07/2024	4	SCHULTZ PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-259.57
02/07/2024	5	CASH RECEIPT BANK REC	253.11101	OTHER CASH ACCOUNTS	724.97	
Total CASH REC-HOUSING MOD LOAN (CRHML):					<u>724.97</u>	<u>-724.97</u>

References: 5 Transactions: 5

Grand Totals:

<u>724.97</u>	<u>-724.97</u>
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Report Criteria:

Include transaction count  
Journal Code. Journal code = "CDHML"

MAR 19 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISB-HOUSING MOD LOAN (CDHML)</b>						
02/02/2024	1	ACHQ MONTHLY PAYMENT	253.56.00600.5950	GENERAL ADMINISTRATION CHGS	61.00	
02/02/2024	2	Auto Batch Total	253.11101	OTHER CASH ACCOUNTS	.00	-61.00
Total CASH DISB-HOUSING MOD LOAN (CDHML):					<u>61.00</u>	<u>-61.00</u>

References: 2 Transactions: 2

Grand Totals:

61.00      -61.00

Report Criteria:

Include transaction count  
Journal Code. Journal code = "CDHML"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

HOUSING MODERNIZATION LOAN (HML CHECKING) (12)

March 31, 2024

APR 11 2024  
Long [unclear]



Bank Statement Balance:	47,843.62	Book Balance Previous Month:	47,179.65
Outstanding Deposits:	.00	Total Receipts:	724.97
Outstanding Checks:	.00	Total Disbursements:	61.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	47,843.62	Book Balance:	47,843.62
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 1 items      Deposits Outstanding: 0 items

Checks cleared: 2 items      Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Include transaction count  
Journal Code: Journal code = "CRHML"

APR 11 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH REC-HOUSING MOD LOAN (CRHML)</b>						
03/01/2024	1	GWIDT PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-165.20
03/01/2024	2	HAGER PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-164.41
03/01/2024	3	WAY PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-135.79
03/01/2024	4	SCHULTZ PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-259.57
03/01/2024	5	CASH RECEIPT BANK REC	253.11101	OTHER CASH ACCOUNTS	724.97	

*Long Island*

Total CASH REC-HOUSING MOD LOAN (CRHML):

724.97      -724.97

References: 5 Transactions: 5

Grand Totals:

724.97      -724.97

Report Criteria:

Include transaction count

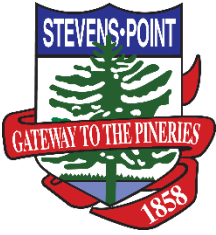
Journal Code: Journal code = "CDHML"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISB-HOUSING MOD LOAN (CDHML)</b>						
03/01/2024	1	ACHQ MONTHLY PAYMENT	253.56.00600.5950	GENERAL ADMINISTRATION CHGS	61.00	
03/01/2024	2	Auto Batch Total	253.11101	OTHER CASH ACCOUNTS	.00	-61.00
Total CASH DISB-HOUSING MOD LOAN (CDHML):					<u>61.00</u>	<u>-61.00</u>
References: 2 Transactions: 2						
Grand Totals:					<u>61.00</u>	<u>-61.00</u>

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHML"



# Memo

**Chris Klesmith**  
**Neighborhood Planner / Economic  
Development Specialist**

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: The Redevelopment Authority of the City of Stevens Point  
From: Chris Klesmith  
CC: Ryan Kernosky  
Date: 4/8/24  
Subject: Resident Request – Multifamily Rental Conversion, 516 Bukolt Avenue

To the Redevelopment Authority of the City of Stevens Point,

Two Stevens Point residents, Jack and Jeanette Friess, have been planning to assist new homeowners to acquire single-family residences by converting investor-owned rental properties back to single-family homes and locating interested buyers. Since July of 2023, the Friess' have been communicating with myself and Director Kernosky about the availability of the Multifamily Rental Conversion grant to support their work and generate lower-cost homes for residents they hope to support. After reviewing opportunities, the Friess' began pursuing the purchase of 516 Bukolt Avenue for a multifamily rental conversion in October 2023.

The Multifamily Rental Conversion program's eligibility criteria states the program is available only to owner-occupied properties. Guidance was given to staff to review the application because the intent of the Friess' project matched the two major intents of the program: to help repair and return converted multi-family properties back to single-family use, and to encourage more home ownership. The Friess' have put significant effort and energy to revitalize property for which they applied for the grant. The full background, scope of work, and project schedule are attached. Many of the project components would be considered as eligible expenses.

Staff are seeking a determination from this body to formally approve or deny the Friess' request, knowing that the decision will impact the price and affordability of the home to the prospective homeowner. The Friess' have indicated that they are committed to a sale price that matches their costs, which is estimated to be \$183,000 if their request is approved and the estimates are accurate. If their request is denied, the sale price will be increased by the value of their grant request.

Staff would recommend conditional approval of the grant request given that the intent of the Friess' matches the intent of the program. Written verification from the Friess' on which project expenses are deductible from taxes shall be submitted to staff before approval and reimbursement, and the award would not exceed the value of eligible expenses minus deductions. If approved, staff would also recommend a revision to the program to allow staff to approve similar requests.

Cheers,

Christopher Klesmith

## **Conversion Proposal** **The 516 Project**

### **Introduction**

In the early summer of 2023 Jeanette and Jack Friess (the Friess') longtime home owners and residents of College Avenue, Stevens Point, embarked on an endeavor to purchase, renovate, and sell to families of modest resources duplex rentals or student rental properties on a non-profit basis (Developer). Having renovated over the decades their own 1880s, student rental, house to bring it into the 21<sup>st</sup> century, the Friess' are in a good position and possess the vision, resources, and skills to take sometimes abused and languishing rental duplexes and student rental houses and convert them back to comfortable, modern single-family homes. While not on College Avenue, converting this property at 516 Bukolt Avenue (Appendix A) represents their first attempted conversion, and embodies all the vision and potential for how this transformation process could work in the future.

### **Purpose and Intent**

The purpose of this project, known as the "The 516 Project" or hereinafter "Project", is to buy (Appendix B) and convert this multi-family, rental duplex into a single-family, owner-occupied home, thereby increasing the number of single-family, owner-occupied homes available in Stevens Point.

The intent, as a non-profit Developer, is ensuring that neither a profit nor a loss occur with this Project. The hope is that a significant amount of resources can be invested into this conversion, including a substantial amount of donated "sweat equity", while keeping the sale price as low as possible so that a family with modest resources can afford to purchase the property. If done well, the selling price of the newly refurbished home can be kept below the after-construction appraised value.

### **Plan**

The overall plan is as follows:

1. Purchase the land and improvements at 516 Bukolt Avenue (Property) [accomplished];
2. Find a first-time home owner buyer of modest resources who provides input for the conversion plan and donates "sweat equity";
3. Convert and renovate the house into a modern, safe, comfortable single-family home (Appendix C);
4. Place a deed restriction on the property guaranteeing that it will remain single-family and owner-occupied into the future;
5. Sell the Property to a first-time, low- to moderate-income buyer at *net conversion cost*<sup>1</sup>.

### **Raw Material**

The house at 516 Bukolt Avenue is a 1,396 sq. ft., one and a half story, 3 bedroom, and two bathroom house originally designed and built as a single family home around 1900. The property is zoned in the Stevens Point "R-3" Single and Two Family Residence District. It sits on a narrow, but deep, 50'x150' lot.

The home was purchase by John Adamski, a painter, and his wife, Helen, from Stella and Alex Rutta in 1924, the same year the Adamski's first child, Ann, was born. John and Helen remained in the home 53 years and raised their four children. In 1987, several years after John's death, the property was sold to Peter and Conni Spencer and converted to a duplex. A dormer was built over the west unit making two

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<sup>1</sup> "Net conversion cost" is the actual cost to the Developer for purchasing and converting the property, accounting for grants, rent income, donated labor, etc.

bedrooms, the first floor was divided, and two more entries were constructed, all to make two separate apartments. There is two vehicle garage, and a nice, but small yard in the back.

There have been some improvements made to the house over the years. For instance, the outside appearance of the house, with a few repairable exceptions, is acceptable with vinyl siding and vinyl windows added in 2003. The house was re-roofed in 2020. New furnaces were installed in 2023. However, the interior of the house will need walls opened, entrance doors removed, and there are some repair/renovation issues that will need attention, in order to convert the property back to a livable, single-family home. (Floor Plans and Photos, Appendix D and E.)

The plan is to invest about \$87,000 in conversion and renovations expenditures. These would include, among other things, on the outside: adding gutters, downspouts, [completed] and water management system; repairing the driveway; landscaping to improve storm water drainage; adding an enlarged front porch with overhang; and removing the back deck [completed]. On the inside: removing one each of the double gas, electric, and water meters; organizing the electrical system with a 200A main service panel; opening walls to allow passage between rooms on first floor; repurposing the second kitchen on the first floor as a laundry room; removing a front entrance door; creating a windowed sitting area while enlarging the first floor bedroom into a master bedroom; and cleaning up and patching the basement foundation, and so forth. The estimated net conversion cost, and thus sale price, to be approximately \$178,000 (Detailed Estimates, Appendix H). The current assessed value of the property is \$129,100 (Appendix A). A pre-renovations “construction” appraisal conducted in December, 2023, indicates the fair market value of the Property upon completion of the conversion could be as much as \$20K to \$50K above the projected sale price.

### **Conversion Status**

This Property currently remains a duplex with both apartments occupied by tenants with leases (Appendix L2) making it difficult to commence in earnest conversion and renovation work. However, since purchasing the Property at the end of October 2023, some work has been accomplished, namely:

- Removing the dilapidated and unsafe deck behind the house;
- Replacing the rear exterior door and storm door in Apt. B, to be the main rear entrance;
- Installing new gutters and down spouts on all roofs;
- Replacing aging stacking washer/dryer unit to be moved into the new laundry;
- Fixing some code violations.

Because of the different lease terms, one ending in June 2024 and the other ending in July 2025, the current construction plan (Appendix F) calls for the conversion/renovation work to begin in the spring 2024 and continue through the summer 2025, with the bulk of the major construction being accomplished in August and September 2025.

### **Project Construction Elements**

This major conversion and renovation Project has more than 120 identified construction tasks needing to be accomplished in order to convert the rental duplex into a comfortable family home. To manage more efficiently all these tasks, they have been organized into nineteen (19) discrete project elements or small construction jobs. These project elements then have been grouped together based on their type of construction in the house: conversion, outside aesthetics, and renovation. Happily these three project element groupings fit nicely into 3 categories based on funding type:

- Multi-Family Rental Conversion Grant (MFRCG) Program elements (conversion);
- Neighbor Helping Neighbor Grant (NHNG) Program elements (outside aesthetics); and
- Project (owner, Developer) Financed Renovation elements (renovation).

In order to best present information and data relating to this Project (budgets, timetables, task lists, etc.), all project tasks and elements have been organized around these three groupings.

## **About the Developer**

John W. (Jack) Friess and Jeanette A. (Reynolds) Friess (the “Friess”) have been partnering as a married couple since 1971. They raised their two adopted sons in the rebuilt and renovated student rental house on College Avenue they bought in 1975. They now are raising their two grandchildren, Blake (8) and Emma (6), which they’ve been doing now for five years.

The Friess’ both hold Master’s degrees; Mr. Friess in Communication, and Mrs. Friess in Elementary Education. Both completed careers in education at the Pacelli Catholic Schools, where their children attended, and currently attend, and where Mrs. Friess still substitute teaches.

The Friess’ are motivated to organize this development endeavor primarily because of a single condition: In the 1980’s, when they were raising their first family, their neighborhood on College Avenue, due to the high percentage of single-family homes, was teeming with children, 22 in fact. Now, due to the conversion of many of those homes to duplexes and student boarding houses, there are only 3. So they are asking, why not buy and convert back to single-family some of these student rental properties and bring back more children to the neighborhood? Hopefully, this Project proves this can be done.

Mostly, the Friess’ are uniquely qualified as “conversion developers.” Over the decades they rebuilt/renovated with their own hands their own 1880s, student rental house converting it back to a single-family home. This puts the Friess’ in a great position, having the vision, resources, and skills needed, to take houses and convert them back to being comfortable, modern family homes. The couple is dedicated to working on a non-profit basis, committed to purchasing, renovating, and selling “at cost” to families with modest resources houses that are currently being rented as duplexes or student rooming houses.

## **Personnel**

Because this a non-profit project where keeping cost down while maintaining quality of workmanship and compliance with national, state, and local building codes, it is extremely important to choose the right people for the job. It is essential that the major professionals/contractors chosen understand the goals and objectives of this Project, and can work closely, as in an intimate partnership, with the Developer and volunteers who will help to keep the labor costs down. This is not a Project that can succeed as envisioned by engaging unknown and unproven, low-bid contractors. The contracted personnel must be willing to be generous with their labor, perhaps even as generous as the Developer. Based primarily on this principle, the following are selected:

### **General Contractor**

Bryan Behnke, Twisted River Woodworks LLC of Junction City, will perform the duties and responsibilities commonly associated with a “general contractor” (General) on this Project. Mr. Behnke has been a woodworker and cabinet maker for more than twenty years and incorporated as a limited liability company since 2014. He is a current licensed Dwelling Contractor (Appendix L11, p.1). Mr. Behnke’s professionalism, workmanship, and ability to stick to timelines and budgets is well known to the Friess’ because of having constructed two major additions to their house on College Avenue in the past three years. Mostly, Mr. Behnke and Jack Friess have an excellent working, partnering relationship.

The General will be responsible for: developing renovation plans; preparing cost estimates and budgets; conducting research; obtaining permit(s) and facilitating City of Stevens Point, Wisconsin (City) inspections; soliciting bids for materials and sub-contracted services; completing application(s) for grants and loans; purchasing materials and arranging equipment rental; supervising the work flow; establishing work schedules by coordinating the work of the Builder with the sub-contractors; keeping the project on schedule and on budget; and communicating the status of the project with stake-

holders. Mr. Friess will provide major assistance, at no charge, to the General in all aspects of the General's duties and responsibilities.

### **Lead Builder**

Bryan Behnke, Twisted River Woodworks of Junction City (see short bio above), will act as the Lead Builder (Builder) and foreman on the renovation construction site. The Builder will be responsible for: providing supervision and over-sight on the construction project; over-seeing and educating in best practices any assistant builders and volunteers; assisting the General in the preparation of renovation plans, the purchase of materials; dividing and scheduling the work; and providing the major portion of purchased labor. Mr. Friess will provide major assistance, at no charge, to the Builder in all aspects of the Builder's duties and responsibilities, and will supply more than \$26K in donated construction labor under the direction and supervision of the Builder.

Because of the non-profit nature of this endeavor Mr. Behnke, representing Twisted River Woodworks LLC, and the Developer will be entering into a collaborative agreement for this Project which details the professional relationship and the volunteer work to be performed by Mr. Friess as home owner and Developer under the direction and supervision of Twisted River Woodworks' builders. (Sample, Appendix K.)

### **Licensed Electrician**

Brian Oberstadt has been employed at Van Ert Electric Company, Inc. (Van Ert) for more than 13 years and, along with other Van Ert licensed electricians, will perform the duties and responsibilities commonly associated with a "licensed electrician" (Electrician) on this project. While his current job title for more than two years is Corporate Estimator, Mr. Oberstadt holds a current State of Wisconsin Master Electrician license (Appendix L11, p.2) and worked as a master electrician for 11 years for Van Ert. He also has experience providing licensed electrician services for the Central Wisconsin Habitat for Humanity, accordingly can relate to the non-profit nature of this Project. Best of all, Mr. Oberstadt lives right next door to the Project so will be very accessible for planning, consultations, and supervision activities.

Mr. Friess will provide major assistance, at no charge, to the Electrician in all aspects of the Electrician's duties and responsibilities, and will supply more than \$4K in non-professional, donated electrical services labor under the direction and supervision of the Electrician and other licensed Van Ert electricians. In addition to his decades of experience, Mr. Friess is a Wisconsin Registered Electrician (Appendix L11, p. 3).

Because of the non-profit nature of this endeavor, Brian Oberstadt of Van Ert Electric Company, Inc. and the Developer will be entering into a collaborative agreement for this Project which details the professional relationship and the volunteer work being performed by Mr. Friess as owner, Developer, and Registered Electrician under the direction and supervision of Van Ert electricians (Sample Appendix K).

### **Sub-Contractors**

Certain portions of the renovations will require contracting with specialist/professionals, e.g. plumbing. Where possible, three bids have been obtained from local contractors in order to determine the best materials and services available for the money (Appendix M).

### **Volunteers**

The major and primary volunteer for this Project is Jack Friess, owner, Developer, and Registered Electrician, who will be donating his time and effort based on his substantial building and electrical skills and experiences totaling approximately \$31K. Mr. Friess has been doing construction, renovation, and electrical work since 1968, and before that, as an "apprentice" to his father, an electrical engineer who designed and built his own home in eastern Wisconsin. Mr. Friess, with the

help from his father and father-in-law, completely redesigned, gutted, rebuilt, and renovated the Friess' home on College Avenue. Recently, Mr. Friess acted as "general contractor" and performed construction and electrical services for a major \$80K addition, a \$25K complete revamp of the home's electrical system in conjunction with the installation of a \$50K whole house backup grid-tied solar system, an \$18K construction project with Bryan Behnke building a solar dormer addition, and installed, under the direction and supervision of BMW Electric, a Level-2 EV charging station attached to their house. All this experience over many decades qualifies Mr. Friess to perform developer, "general contractor", construction and electrical assistant duties required as part of this Project. Even so, Mr. Friess will be conducting *all* volunteer work activities under the direction and supervision of the General, Lead Builder, and Licensed Electricians.

In addition to Mr. Friess, when available the Project will utilize donated labor of other skilled and unskilled volunteers. The main sources of volunteer labor are: the new home owner/buyer, providing 100 hours of "sweat equity", and other relatives and friends of the Developer and new home owner.

### Finances

The finances related to purchasing and renovating the house (detailed in Appendix G - J) will be based on the following:

1. Developer purchased the house for approximately \$143K (Appendix L8), paying cash through a line of credit mortgage (Appendix L3) on their principal residence at 1917 College Avenue.
2. Conversion, renovations, and improvements to be completed for approximately \$87K (Appendix G) by October 1, 2025, the upfront costs financed through the same line of credit (Appendix J).
3. Developer to provide significant volunteer construction labor amounting to approximately \$31K, to provide approximately \$16K in donated rent, and to provide approximately \$50K in upfront cash for conversion and renovation expenses, \$40K of which are reimbursed by City grant funds.
4. The Developer and/or other volunteer(s) to supplant other labor costs (cleaning, painting, etc.) through donated labor.
5. The City Community Development department to provide \$35K through the "Multi-Family Rental Conversion Grant Program" ("MFRCG") (Application attached), and \$5K through the "Neighbor Helping Neighbor Program" ("NHNG") (Application attached), to reimburse Developer for some out-of-pocket conversion, renovation, and improvement costs.

### Timeline

The two apartments in the duplex are currently rented with two separate leases one ending in June 2024 and the other July, 2025. The leases will be honored and renovations will be held off until after the leases have expired (see Schedule, Appendix F). Meanwhile, a buyer for the house will be located and financing for purchasing the property finalized. Additionally, some outside repairs and renovations (storm water drainage system, driveway rebuild, etc.) can start in the spring of 2024 with permission from the tenants. Notably, the major conversion and renovation construction work would be accomplished over the summer of 2025 with the goal to turn the house over to the new owner on or before October 1, 2025. The timeline and duration for each grant are:

- MFRCG Grant: Oct 2024 – Sep 2025 (12 months).
- NHNG Grant: May 2025 – August 2025 (4 months).

### Summary and Conclusion

The goal of taking this long neglected, duplex rental house and converting it to a nice, single-family, owner-occupied home will take quite a bit of time and resources. This proposal contains the plan that can accomplish the goal if there is the will to implement it. We are committed and stand ready to proceed. We ask others to please step up to help us make this a family dream home for a first-time owner who could not otherwise achieve home ownership.

## Appendices

Appendix A	2023 Property Records for 516 Bukolt Avenue
Appendix B	Proof of Ownership
Appendix C	Project Informational Brochure
Appendix D	Floor Plan Sketch -- Before and After
Appendix E	House Photos -- Before and After
Appendix F	Project Construction Schedule
Appendix G	Summary of Project Cost Estimates
Appendix H	Detail of Project Cost Estimates
Appendix I	Financial Projects by Grant Type
Appendix J	20-Month Cash Flow Projections
Appendix K	Sample Collaboration Letter
Appendix L	Grant Requirements Conformity Documentation <ol style="list-style-type: none"><li>1. Grant Requirements Conformity Checklist</li><li>2. Proof: Property Occupancy</li><li>3. Proof: Adequate Funding</li><li>4. Proof: Owner Income</li><li>5. Proof: Homeowner's Insurance</li><li>6. Proof: Professional Insurance</li><li>7. Proof: Zoning Qualification</li><li>8. Proof: Property Value</li><li>9. Proof: Property Taxes Receipt</li><li>10. Proof: Utilities Release</li><li>11. Proof: Contractor licenses</li><li>12. Proof: Building Permit Application</li></ol>
Appendix M	Professional/Contractor Quotes <ol style="list-style-type: none"><li>1. List of Local Contractors – Record of Contacts</li><li>2. Quote: Chet's Plumbing</li><li>3. Quote: Klasinski Plumbing</li><li>4. Quote: Disher Electric</li><li>5. Quote: Lanke Electric</li><li>6. Quote: Van Ert Electric</li><li>7. Quote: Twisted River Woodworks</li><li>8. Quote: Main Concrete</li><li>9. Quote: WPSC Electrical Upgrade</li></ol>
Appendix N	NHNG Occupancy Waiver Request

2023 Property Records for City of Stevens Point, Portage County

Appendix A  
September 26, 2023

Tax key number: 281-24-0830402606

Property address: 516 Bukolt Ave

Owner: Timothy J. Kunze  
3801 Jay Ct  
Stevens Point, WI 54481

Zoning: R3 Two Family  
Traffic / water / sanitary: Light / Well water / Sewer  
Legal description:

Summary of Assessment	
Land	\$18,800
Improvements	\$110,300
Total value	\$129,100

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1	Residential	50	150	7,500	0.172	None	Residential		\$18,800

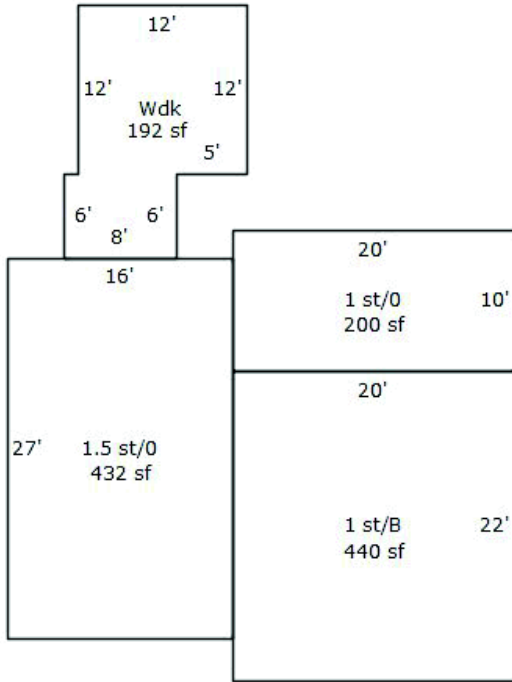
Residential Building			
Year built:	1900	Full basement:	440 SF
Year remodeled:		Crawl space:	
Stories:	1.5 story	Rec room (rating):	
Style:	Residence Old Style	Fin bsmt living area:	
Use:	2 Family	First floor:	1,072 SF
Exterior wall:	Alum/vinyl	Second floor:	
Masonry adjust:		Third floor:	
Roof type:	Asphalt shingles	Half story:	324 SF
Heating:	Gas, forced air	Finished attic:	
Cooling:	No A/C	Unfinished attic:	
Bedrooms:	3	Unfinished area:	
Family rooms:		Deck	192 SF
Baths:	2 full, 0 half		
Other rooms:	5		
Whirl / hot tubs:			
Add'l plumb fixt:	3		
Masonry FPs:			
Metal FPs:			
Gas only FPs:			
Bsmt garage:			
Shed dormers:			
Gable/hip dorm:		Percent complete:	100%



Total living area is 1,396 SF; building assessed value is \$100,000


2023 Property Records for City of Stevens Point, Portage County

Appendix A  
September 26, 2023



2023 Property Records for City of Stevens Point, Portage County

Appendix A  
September 26, 2023

# of identical OBIs: 1	Other Building Improvement (OBI)			
Main Structure		Modifications (Type, Size)		Photograph
OBI type: Garage	Width: 24 LF	Grade: D		
Const type: Detached, frame or cb	Depth: 28 LF	Condition: Good		
Year built: 1994	Flr area: 672 SF	% complete: 100%		
		Assessed \$: \$10,300		

Building Permits				
Issued	Permit #	Purpose	\$ Amount	Completed
7/17/2020	20200788	Replace roof	\$5,625	8/19/2020
10/16/2015	15-0654	Replace water heater	\$900	11/6/2015
12/10/2014	14-0700	Replace hwh	\$600	12/31/2014
9/27/2010	37357	Roof/Strip & re-roof	\$2,500	9/27/2011
3/27/2009	36105	Re-roof Garage	\$650	3/27/2010
11/1/1994	24661	24 x 28 garage	\$3,500	10/30/1995
4/27/1990	20870	Replace water line	\$200	4/26/1991

Sales History		
Date	Price	Type
11/6/2013	\$83,900	Valid improved sale

**About the Developer**

We have owned our home on College Avenue, Stevens Point since 1975. Having renovated over the decades our own 1880s, student rental house to a single-family home, we feel we are in a good position and possess the vision, resources, and skills needed to take houses and convert them back to being comfortable, modern family homes. We work on a non-profit basis, committed to purchasing, renovating, and selling at cost to families with modest resources houses that are being rented as duplexes or student rooming houses.

Our intent as a non-profit developer is to ensure that neither a profit nor a loss occurs with a Project. The hope is that a significant amount of resources can be invested in renovations; including a substantial amount of "sweat equity", while keeping the sales price low so that first-time homeowner families can afford the purchase. If successful, the selling price of a newly refurbished home can be kept under the subsequent fair market value.

We look forward to your ideas and suggestions about how we can make this house a comfortable home for you.

Apply on The 516 Project website ([friessdevelopment.org/516Project](http://friessdevelopment.org/516Project))

Or call or email:

Friess Development  
Jack and Jeanette Friess  
1917 College Avenue  
Stevens Point, Wisconsin  
715-498-1632  
[jackfriess@gmail.com](mailto:jackfriess@gmail.com)

For more information:  
Website



**Key Project Elements**

- The house was built about 1900 and remains structurally sound.
- This long time duplex rental is converted back to single-family home.
- Approximately \$87,000 is invested in the conversion in addition to many renovations to make house a comfortable family home.
- A qualified family interested in buying the property signs an Intent to Purchase indicating a desire to purchase the property.
- Grant(s) are received from the City of Stevens Point to accomplish the conversion and much of the renovation.
- New home owner contributes many hours of "sweat equity" by assisting with the renovations.
- Renovations are completed and the home is ready for the new owners in the Fall of 2025.
- The property is restricted to single-family and owner-occupied; and no renting out of any part of the property is allowed.

**Major collaborators:**

City of Stevens Point Redevelopment Authority  
The Jack & Jeanette Friess Family  
Prism Real Estate  
Twisted River Woodworks LLC  
BMW Electric LLC

**A Family Home  
Buying Opportunity**

**The 516 Project**



516 Bukolt Avenue  
Stevens Point, Wisconsin

This project consists of buying a duplex rental property, converting the house to a single-family, owner-occupied home, and selling it to a first-time home owner with modest resources.

This house was built around 1900. It was a single-family home until 1987 when it was converted to a duplex. Although it is structurally sound, it will require extensive renovations to make it ready for family living.

Ready in the Fall 2025  
Apply Now

\$165,000 to 185,000\*

**About the Property**

This house is a 1,396 sq. ft., one and a half story, 3- bedroom, and two bathroom house originally designed and built as a single family home around 1900. The property is zoned in the Stevens Point "R-3" Single and Two Family Residence District. It sits on a narrow, but deep, 50' x 150' lot.

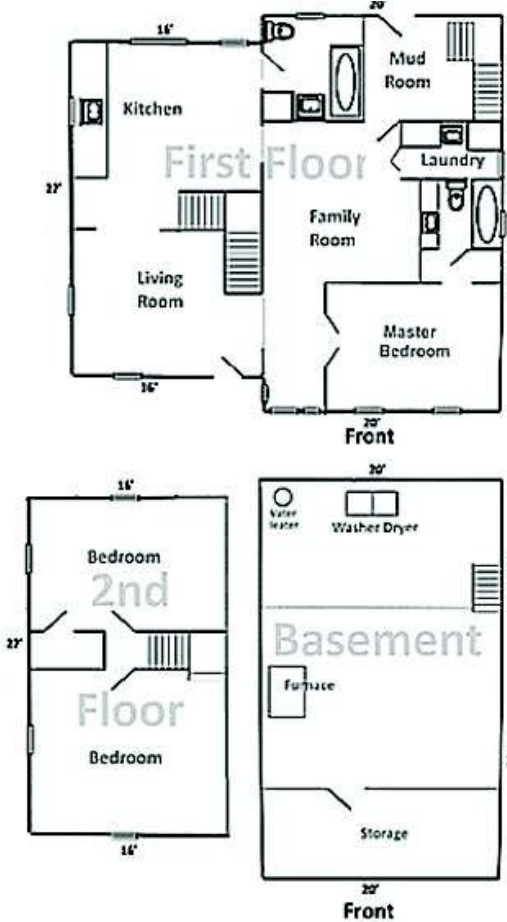
The home was purchase by Helen and John Adamski, a painter, from Stella and Alex Rutta in 1924, the same year the Adamski's first child, Ann, was born. John and Helen remained in the home 53 years and raised their four children. In 1987, several years after John's death, the property was sold to Peter and Conni Spencer and converted to a duplex. A dormer was built over the west unit making two bedrooms, the first floor was divided, and two more entries were constructed, all to make two separate apartments.

There is two vehicle garage, and a nice yard in the back.

The plan is to invest about \$87,000 in conversion and renovations by updating the electrical system, opening up the first floor, enlarging the first floor bedroom into a master bedroom, cleaning up and patching the basement foundation, and so forth.

\* The expected net renovation cost, and thus the purchase price, is \$165,000-\$185,000. The expected assessed and fair market value following renovations is \$185,000 or greater. A down payment and loan preapproval is required through a bank or credit union. There are State and federal programs to assist first-time home buyers in financing the purchase of a house.

**Floor Plan**



**Buyer Qualifications**

- A first-time homeowner family, preferably with children, expecting, or planning on having children.
- Low- to moderate-income.
- Good credit rating.
- Currently renting and desiring home ownership.
- Agree with and willing to conform to the Deed Restriction (see Restricted Covenant below)—to live in the house and not to rent it, and to sell only to other single-family, owner-occupied buyer.
- Willing to volunteer 100 or more hours as non-professional or professional labor (sweat equity) during the renovations. Sweat equity can reduce the purchase price, and could be used as full or partial down payment.

**Restricted Covenant**

This property will be covered by a restricted covenant or deed restriction that will remain with the property in perpetuity (forever). This restriction is placed on the property by the Developer and is required as a condition to receiving conversion funds from the City of Stevens Point.

The restriction says in part:

1. Maintain and live with a Family, and only one Family, as long as the property is owned (Single-Family);
2. Live in the Dwelling on the property and use it as their primary residence, and occupy the premises at all times (Owner-Occupied).

Friess Development  
The 516 Project  
House Photos -- Before and After

Prepared by: JW Friess  
2/12/2024

Front of House  
Before



After



Back of House  
Before



After



Note: Bold text and lines in chart represent City MFRCP grant funds.

<u>Repair</u>	<u>Cap. Imp.</u>	<u>Start Date</u>	<u>Work Activity</u>
<b>Phase 1 Before any tenants depart</b>			
800		Nov, 2023	Water Intrusion Abatement
		Nov, 2023	Remove Rear Deck and Build Landing Stairs.
<b>2,024</b>			
<b>Phase 2 After Apt. B departs (April 7, 2024)</b>			
2,550		Apr, 2024	Improve Condition of Basement (patch & paint walls, repair stairs, rewire lights/switches).
		May, 2024	Improve condition of garage (move outlet, install gutter over door, paint door casing).
1,075		May, 2024	Refurbish Bathroom in Apt B. (paint tub, level sink, skimcoat walls).
100		Jul, 2024	Skimcoat Mud Room.
	2,675	Sep, 2024	Enlarge Bedroom to make Master Bedroom.
	<b>4,400</b>	<b>Oct, 2024</b>	<b>Remove One Front Entrance and Move Windows.</b>
	<b>3,300</b>	<b>Nov, 2024</b>	<b>Enlarge Passage from Sitting Room to Family Room.</b>
	<b>4,000</b>	<b>Dec, 2024</b>	<b>Repurpose 2nd kitchen into Laundry Room.</b>
<b>2,025</b>			
100		Jan, 2025	Skimcoat and Paint Laundry.
100		Feb, 2025	Skimcoat and Paint Family Room, Master Bedroom.
1,050		Apr, 2025	Improve Appearance of House Outside and Yard.
2,600		May, 2025	Improve Appearance and Functionality of Driveway and parking area.
2,100		Jun, 2025	Install downspout drainage system and surface drains.
	500	Jul, 2025	WPS Bury Main Electrical Service from Pole to House.
<b>Phase 3 After Apt. A departs (July 26, 2025)</b>			
	1,475	Jul, 2025	Remove Unsightly Wires by Converting Overhead Service to Underground.
	550	Jul, 2025	Patch Roof/Wall from WPS Overhead Service Conversion.
	<b>4,900</b>	<b>Jul, 2025</b>	<b>Convert and Upgrade Electrical Service.</b>
	<b>3,000</b>	<b>Jul, 2025</b>	<b>Convert Utilities including Gas and Water.</b>
1,075		Jul, 2025	Refurbish Bathroom in Apt A.
700		Aug, 2025	Skimcoat and Paint Livingroom, Upper Bedrooms, Upper Hall and Stairs.
	3,850	Aug, 2025	Extend Roof Over Main Front Door and Add Porch.
	<b>3,450</b>	<b>Aug, 2025</b>	<b>Remove One Back Entrance and Install Picture Window.</b>
	<b>3,600</b>	<b>Aug, 2025</b>	<b>Open Wall from Family Room to Kitchen.</b>
	<b>3,350</b>	<b>Sep, 2025</b>	<b>Open Wall Near Stairs from Living Room to Family Room.</b>
	<b>4,900</b>	<b>Sep, 2025</b>	<b>Miscellaneous Conversion Activities/Work.</b>
		Oct, 2025	Property Sold
----- 12,250	----- 43,950		
	<b>56,200</b>		

	<u>Cap. Imp.</u>	<u>Repairs</u>	<u>Total</u>
Grant =	34,900	0	<b>34,900</b>
Project =	9,050	12,250	<b>21,300</b>
<b>Total =</b>	<b>43,950</b>	<b>12,250</b>	<b>56,200</b>

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Total</u>
Cap. Imp. =	0	14,375	29,575	<b>43,950</b>
Repairs =	800	3,725	7,725	<b>12,250</b>
				<b>56,200</b>



2023 Property Records for City of Stevens Point, Portage County

April 23, 2024

Tax key number: 281-24-0830402606

Property address: 516 Bukolt Ave

Owner: John W. Friess  
1917 College Ave  
Stevens Point, WI 54481

Zoning: R3 Two Family  
Traffic / water / sanitary: Light / Well water / Sewer  
Legal description:

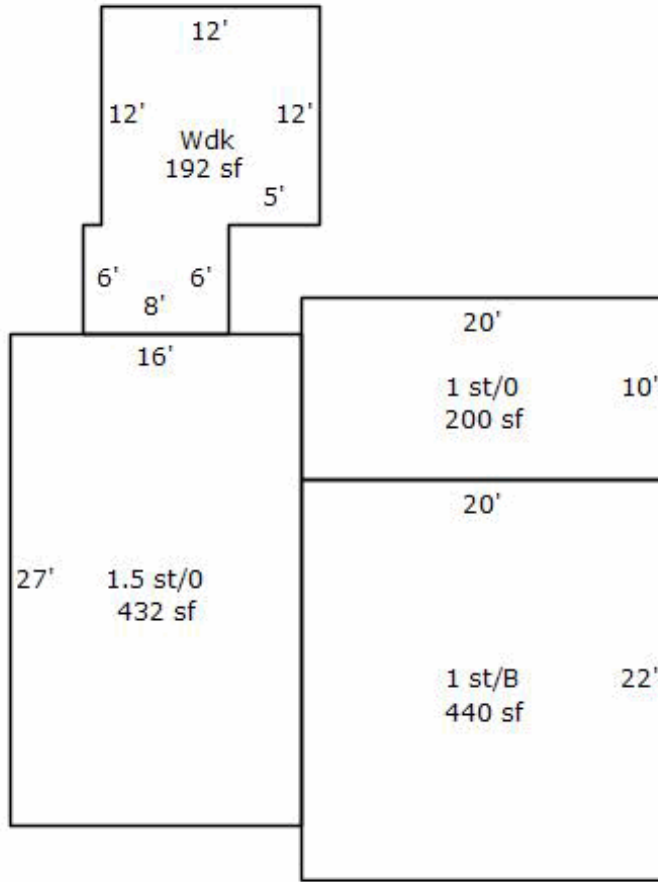
Summary of Assessment	
Land	\$18,800
Improvements	\$110,300
Total value	\$129,100

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1	Residential	50	150	7,500	0.172	None	Residential		\$18,800

Residential Building			
Year built:	1900	Full basement:	440 SF
Year remodeled:		Crawl space:	
Stories:	1.5 story	Rec room (rating):	
Style:	Residence Old Style	Fin bsmt living area:	
Use:	2 Family	First floor:	1,072 SF
Exterior wall:	Alum/vinyl	Second floor:	
Masonry adjust:		Third floor:	
Roof type:	Asphalt shingles	Half story:	324 SF
Heating:	Gas, forced air	Finished attic:	
Cooling:	No A/C	Unfinished attic:	
Bedrooms:	3	Unfinished area:	
Family rooms:		Deck	192 SF
Baths:	2 full, 0 half		
Other rooms:	5		
Whirl / hot tubs:			
Add'l plumb fixt:	3		
Masonry FPs:			
Metal FPs:			
Gas only FPs:			
Bsmt garage:			
Shed dormers:			
Gable/hip dorm:		Percent complete:	100%




Total living area is 1,396 SF; building assessed value is \$100,000



2023 Property Records for City of Stevens Point, Portage County

April 23, 2024

# of identical OBIs: 1		Other Building Improvement (OBI)		
<b>Main Structure</b>		<b>Modifications (Type, Size)</b>		<b>Photograph</b>
OBI type: Garage Const type: Detached, frame or cb Year built: 1994	Width: 24 LF Depth: 28 LF Flr area: 672 SF	Grade: D Condition: Good % complete: 100% Assessed \$: \$10,300		

Building Permits				
Issued	Permit #	Purpose	\$ Amount	Completed
12/4/2023	20231563	Unit B repl rear & storm door	\$600	12/31/2023
11/20/2023	20231525	Replace rear entry deck, stairs	\$100	12/31/2023
3/17/2023	20230248	Replace 2 furnaces	\$6,886	9/14/2023
7/17/2020	20200788	Replace roof	\$5,625	8/19/2020
10/16/2015	15-0654	Replace water heater	\$900	11/6/2015
12/10/2014	14-0700	Replace hwh	\$600	12/31/2014
9/27/2010	37357	Roof/Strip & re-roof	\$2,500	9/27/2011
3/27/2009	36105	Re-roof Garage	\$650	3/27/2010
11/1/1994	24661	24 x 28 garage	\$3,500	10/30/1995
4/27/1990	20870	Replace water line	\$200	4/26/1991

Sales History		
Date	Price	Type
10/31/2023	\$143,200	Valid improved sale
11/6/2013	\$83,900	Valid improved sale



# Memo

**Mark Kordus**  
**Neighborhood Improvement Coordinator**  
Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1554  
mkordus@stevenspoint.com

To: Redevelopment Authority  
From: Mark Kordus – Neighborhood Improvement Coordinator  
CC: Ryan Kernosky, Chris Klesmith  
Date: 4/19/24  
Subject: Potential Changes to Neighbor Helping Neighbor (NHN) Grant Program

At the last meeting, direction was given by the RDA, for staff to make changes discussed within the Neighbor Helping Neighbor (NHN) grant program. With an intended desire to potentially make after-the-fact grant awards possible, as well as expand eligibility criteria for interior projects related to habitability issues and including some accessory structure demo costs. All of these changes are itemized below and included on the revised application (attached), with tracked changes shown on the grant form, both additions and deletions;

- Include interior project components related to habitability issues. These include but are not limited to; heat, water, sewer, bathroom, handicapped accessibility and hot water. This would result in expanding the program to include furnace or boiler replacement (but not AC), water or sewer lateral replacement (usually an emergency situation), non-functional bathroom due to a variety of issues, handicapped accessibility (which can be ramps, bathroom issues, countertops or replacement of flooring), and a failed water heater. Habitability issues are specifically called out in both chapter 21 of the property maintenance code, as well as chapter 30 of the building code. These codes would be identified as the approval standards for interior habitability projects.
- Allowing an after-the-fact application if it is submitted within 12 months of the project being completed and it meets all other program standards.
- Using 120% of that median value as the eligibility cut off, which would currently increase to \$201,780 for the primary dwelling (structure only), exclusive of the land.
- Allowing detached accessory structure demolition costs as an eligible expense, as well as construction of a storage shed up to 200 square feet, only if no attached or detached garage or shed currently exists on the property.
- Lastly while not specifically discussed at the last meeting but shown on the modified form is change in the grant match amounts; currently the language reads as follows, with the proposed language included below in **bold**;

Current: A one-year grant up to the first \$2,500 for materials only. An additional \$2,500 may be awarded for both labor and/or materials on a one-to-one matching basis for up to total maximum possible grant award of \$5,000.

***Proposed: A one-year grant up to \$5,000 may be awarded for both labor and/or materials on a one-to-one, dollar for dollar matching basis for up to total maximum possible grant award of \$5,000 for a \$10,000 project.***

The rationale behind this change is primarily for sake of simplicity, in both explanation and understanding, as well as increasing the return on investment for each dollar the grant recipients receive they need to spend a dollar, and the average grant award last year was \$4,834 only \$166 under the maximum allowable.



Please read and fill out the application in its entirety, ensuring all relevant attachments requested are included upon submittal. Questions on the application process may be sent via email to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or by calling the office at 715-346-1554 any time M-F, 7:30-4:00PM. Completed submittals may be sent to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or mailed: **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.**

Program Overview

This program is designed to provide property owners who are unable to financially and/or physically complete needed exterior projects on their property improving the aesthetics of their property and the neighborhood. A pre-application meeting or phone conference to discuss logistics, qualifications, and specifics about the project is recommended with City staff prior to a formal application being submitted.

Eligible Program Participants

Eligible applicants must be an individual owner-occupant of the one- or two-family property, who meet the program income requirements and project eligibility.

Income Requirements

Income documentation in the form of the most recent tax return is required to apply for the program. Owners of eligible properties must be at or below 80% of Portage County's median total household income level based on household size.

Household size	1	2	3	4	5	6	7	8
Income Limit	\$50,350	\$57,550	\$64,760	\$71,900	\$77,700	\$83,450	\$89,200	\$94,950

Eligible Properties

- Property must be located within the city limits of Stevens Point.
- Owner-occupied single-family homes or duplexes with an assessed dwelling value of \$170,000 or less
- Property owner must provide proof of property ownership (land contract is not considered proof of ownership), as a real person(s), not corporation, trust, or LLC, and must have had possession of the property for at least one year prior to the grant being issued.
- Property owner must be current on municipal taxes and other charges, and utility payments.
- The Fair Market Value of the dwelling, as determined by the City Assessor, may not exceed 120% of median assessed value, currently \$201,780.

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Eligible Improvements

- Any exterior items, materials, or services directly related to the betterment of the exterior of the property, or any outstanding orders on the property.
- Interior items related to imminent code (chapter 21 or 30) issues directly affecting habitability such as: heat, water, sewer, bathroom, handicapped accessibility, as determined by the Community Development Department staff.
- Demolition of accessory structures. Construction or placement of a prefabricated shed, up to 200 square feet, if an accessory structure or garage, attached or detached, does not currently exist on the property or is removed by demolition.

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Terms

Below are the general terms that will apply to each grant award:

- A one-year grant up to \$5,000 may be awarded for both labor and/or materials on a one-to-one, dollar for dollar matching basis for up to total maximum possible grant award of \$5,000 for a \$10,000 project. Reimbursed labor must be performed by an independent, licensed, and insured third party contractor and cannot be done by the property owner or their immediate or extended family members.

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- If an applicant cannot pay for the full cost of the project before reimbursement, the applicant can elect to have the City pay the contractor for their services following successful inspection of work completed. Contractors will need to provide the City with a current W-9 and a signed City-Recipient-Contractor Agreement if this direct payment option is selected.
- Applicant must maintain ownership of the property while the grant is issued and through the entire term of the grant agreement. If the property is sold by the applicant prior to the grant being closed, the amount must be fully repaid at or prior to the time of sale.
- After-the-fact applications may be approved if the work was completed within 1 year of the grant application submittal and complies with all other program standards as outlined herewith.
- Only one grant for a maximum of up to \$5,000 may be awarded to the same property, or owner every 3 years.

Additional Requirements

- A pre-application meeting or call to discuss logistics, qualifications and specifics about the project is required with City staff prior to application submission. The scope of work, material list, and cost estimates must be reviewed and approved by the City of Stevens Point - Community Development staff.
- A city inspection of property may be required before the issuance of the grant and before any funds are expended, the City will not reimburse for any work completed or materials purchased prior to approval.
- All work requiring a contractor must be performed by licensed and insured contractors, if applicable.
- If applicable, permits must be obtained prior to starting any work and are not reimbursable.
- All work must be done to generally accepted procedures and/or code requirements.
- Labor and/or additional material costs can be matched on one-to-one basis (beyond the initial \$2,500 for materials only) up to a maximum of an additional \$2,500.
- Funds will be disbursed as a reimbursement or contractor payment upon project completion with receipts separating out labor and materials, with approval by the Community Development Department.
- After-the-fact requests must provide all receipts and evidence of payment, all of which must be within one year of the submitted application date. The project must be permitted and pass final inspection.

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Project Selection

- Applications will be accepted, reviewed, and available on a first- come, first-served basis, subject to available funding for that year.
- Projects will be ranked by:
  - The impact of the project on the neighborhood.
  - Need of applicant.
  - Properties in violation of municipal ordinances or under orders relating to property condition.
  - Increase in property value.
  - Priority will be given to projects located within a target neighborhood, or area.
  - Evidence of owner's ability to fund, or arrange for labor to complete the project.
- Final project approval will be determined by Community Development Department.

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Application Procedure

Interested property owners shall contact the City of Stevens Point - Community Development Department to set up a pre-application meeting or call. City staff will work with each potential applicant to arrange an initial inspection of the property to review the scope of work, preliminary cost estimate, and determine if the property meets the program requirements. Once, the pre-application has been approved, the following will need to be submitted:

- Program application.
- Last year's complete tax return.
- A cost estimate for both materials and labor broken out separately, if applicable.
- Proof of current homeowners' insurance.
- How labor would be provided for, if not by a contractor.

The Redevelopment Authority may grant exceptions to any of the requirements for this program.

Deleted: or if the owner needs help in finding a local organization to assist with the project

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Date of Application: \_\_\_\_\_ Date of Pre-Application Meeting/Call: \_\_\_\_\_

Name of Applicant  
\_\_\_\_\_

DOB Contact Phone Email  
\_\_\_\_\_  
\_\_\_\_\_

Name of Co-Applicant/Spouse  
\_\_\_\_\_

DOB Contact Phone Email  
\_\_\_\_\_  
\_\_\_\_\_

Property Address # of Years Living at Property  
\_\_\_\_\_  
\_\_\_\_\_

Total number of individuals living at the above address? \_\_\_\_\_

Total annual household income per last year's adjusted gross income (AGI) from federal income tax return (Form 1040) is \_\_\_\_\_ for a household of \_\_\_\_\_. Attach most recent income tax return(s).

Homeowners insurance policy holder Policy Number  
\_\_\_\_\_  
\_\_\_\_\_

Company Name Local Agent Contact Name Phone  
\_\_\_\_\_  
\_\_\_\_\_

Address Email  
\_\_\_\_\_  
\_\_\_\_\_

Attach homeowners insurance policy.

Do you wish to apply for additional dollar for dollar matching grant funds up to an additional \$2,500 for labor and/or materials beyond the initial \$2,500 grant amount for materials only for a maximum award of \$5,000 with a \$2,500 applicant match? Yes No

Are you current on property taxes, assessments, and water utility payments? Yes No

Is this an "After The Fact" project grant reimbursement request?

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Describe the exterior projects you would like to fund, and any benefits it would provide for the applicant, City and surrounding neighborhood. *Attach additional sheets if necessary for all sections.*

Provide the names of the contractor(s)/individual(s) who would complete the labor for your projects:

Contractor Name	Work Being Performed	Contact Number

Please provide a list of materials for the project and estimated costs:

Material	Estimated Costs

Timeline For Project Completion	Estimated Increase in Property Value as a Result of Funding

\_\_\_\_\_  
**Applicant Signature**                      **Date**                      **Co-Applicant Signature**                      **Date**

\_\_\_\_\_  
**Print Name**                                      **Print Name**



# Memo

**Chris Klesmith**  
**Neighborhood Planner / Economic  
Development Specialist**

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: The Redevelopment Authority of The City of Stevens Point  
From: Chris Klesmith  
CC: Ryan Kernosky  
Date: April 19, 2024  
Subject: Request to Modify Residential Demolition Grant

Redevelopment Authority,

Since inception, the Residential Demolition Grant Program has received no applications. After discussion with several residents and homebuilders, there are major flaws with the design of the program that render it ineffective. Namely, the purchase price of property in the poorest of conditions is still too high to make the program incentive attractive. Unless an existing property owner has the desire to tear down their own home – or property conditions deteriorate even further – it will likely remain unused.

Staff have evaluated residential infill programs in other communities and opportunities within our own. The Housing Affordability Report presented and accepted at City Plan Commission in December 2023 identifies roughly 350 vacant parcels within the existing city limits. Staff reviewed each of these parcels, and of these units identified, 234 would be suitable for residential development. Infill programs from other communities include a variety of tools, such as financial incentives, pre-approved housing plans, and recurring public workshops with planning and zoning staff.

Given the ability this body has to offer financial support for residential redevelopment, staff are requesting to modify the Residential Demolition Grant program to first provide a financial tool to accelerate vacant property acquisitions for residential development for owner-occupied single-family and multi-family home construction on parcels zoned for R3 and under (198 parcels). Following approval of the program change, staff would append pre-approved housing plans for parcels zoned R1 through R3 to the program. Staff have adequate examples to compile a variety of housing options to match site constraints.

Cheers,

Christopher Klesmith  
Neighborhood Planner & Economic Development Specialist  
City of Stevens Point



# SOUTH BEND NEIGHBORHOOD INFILL

Pre-approved, ready-to build housing

# South Bend Neighborhood Infill | Process

The City of South Bend seeks to support neighborhood infill and economic opportunities for locals by offering a set of pre-approved building types. *This resource assists with small to middle scale housing development in South Bend neighborhoods. A "Sears Catalog" of housing options offer a range of contextually appropriate plans to individuals and developers that are interested in pursuing new construction infill projects within the City of South Bend. Pre-approved building types are permitted to be used in any zoning district throughout the City of South Bend that allows the selected building type per the current Zoning Ordinance. This process offers high-quality architectural plans with contingent building and site development approval. In exchange for significant time and cost savings, the buildings must be built to match the floor plans and building design, including all architectural details, with minor variations permitted. Each plan has been vetted specifically for South Bend with careful consideration given to current zoning regulations, typical lot configurations, common construction techniques, and market conditions. The process below outlines what you can expect once you initiate a permit set for a pre-approved building from the City.*



CITY OF  
**SOUTH BEND**

If you are ready to get started, contact the Department of Community Investment at 574-233-0311 or [planning@southbendin.gov](mailto:planning@southbendin.gov)

## Step 1: Site

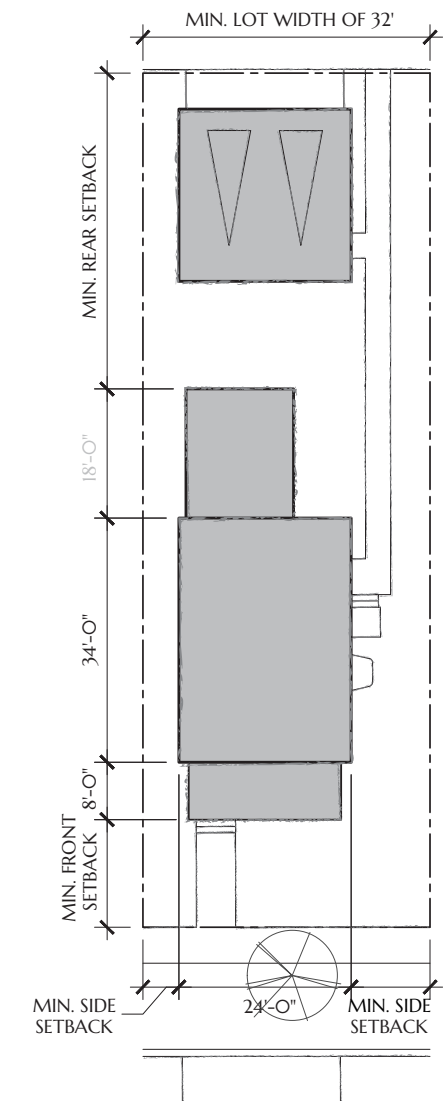
- (1) Building Type.** Select a building type from the available pre-approved plans catalog. Note, the Small Apartment will require consultation with an architect and/or engineer to develop and complete the drawings provided to the applicant. A professional's stamp will be required.
- (2) Zoning District.** Confirm that the selected building type is allowed in the applicable zoning district and can fit on your property, including all setbacks required by the development standards of Section 21-03 of the South Bend Zoning Ordinance.
- (3) Contact.** Reach out to the Department of Community Investment to purchase the Permit Set for your building type.
- (4) Survey.** Locate or purchase a survey of your property from a local licensed land surveyor.
- (5) Site Plan.** Identify the preferred site configuration and orientation for your lot. Draw a site plan to show that all development standards are met. Site plans must be drawn to an engineer scale (e.g. 1" = 20') and include the size of the property (lot dimensions and area) as well as the size and setbacks of all proposed structures located on the property.

## Step 2: Design Development

- (1) Facade Option.** Select from the available elevation design options, including all applicable details, and an exterior siding material per the provided building set.
- (2) Deviations.** Review the list of acceptable minor design deviations and discuss with the City. If any proposed changes are not listed, you are required to hire an architect to adjust the plans and submit updated drawings to the City for review and approval.
- (3) Contacts.** Identify your General Contractor and any sub-contractors (electrician, plumber, and HVAC information) that you will be working with to complete your pre-approved building. Ensure that they are familiar with the pre-approved building requirements and any design selections you desire. Contractors should be notified of the selected plan orientation and elevation option. Any pages of the permit set that do not apply to your selected elevation option should be removed or marked to avoid confusion.
- (4) Cost Estimate.** Confirm the estimated cost of labor and materials with your contractor. Use the Small Developer Handbook for guidance on base assumptions and selections.

## Step 3: Submittal

- (1) Application.** Submit your site plan, application, and associated fees to the Building Department. All buildings except Small Apartment shall use the "New House Permit Application." The Small Apartment shall use the "Commercial Building Permit Application."
- (2) Review.** The Building Department will review your application within 2 business days. They will issue an approval or let you know if any additional information or changes are required. The Small Apartment will be subject to an additional review period at the State level. Pre-approval may not be granted if your property is in a floodplain; requires an additional drainage report; or if your site plan does not meet the site configuration guidelines or requires a variance.
- (3) Exterior Inspection.** Once construction of a pre-approved building begins, on-site review of selected details and building elements may be scheduled by a member of the Zoning Administration team. This inspection will happen concurrently with the required building inspections.



## Neighborhood Infill

The pre-approved buildings are a tool to encourage infill development on vacant lots, calibrated especially for urban neighborhoods where social and economic factors may be unfavorable to new investment.

The architecture and scale of each building is intended to fit seamlessly into existing residential neighborhoods, filling in the gaps created by vacant lots and gently increasing the density where possible. This type of development plays a critical role in supporting locally-serving retail and public transportation options while also providing key solutions for housing affordability.

Recent housing market studies reveal a growing mismatch between the available housing stock of large single-family homes and a shift in demographic trends towards smaller households that prefer walkable neighborhoods. The City recognizes that fostering more diverse housing options can play an important role in meeting these needs and creating a high quality of life for all South Bend residents.



A typical South Bend neighborhood block showing potential development of vacant lots using the pre-approved building types.

- Six-Plex Apartment
- Stacked Duplex
- Standard House
- Narrow House
- Carriage House



Traditional Design Options



The Possibilities are Endless...



## The Value of Design

The design of the pre-approved buildings carefully considers the context and scale of South Bend's oldest neighborhoods. These house designs prioritize simplicity, utilizing architectural styles and details that are functional, cost-effective, and stand the test of time. They are meant to be easy and straight-forward to build by both experts and novices alike.

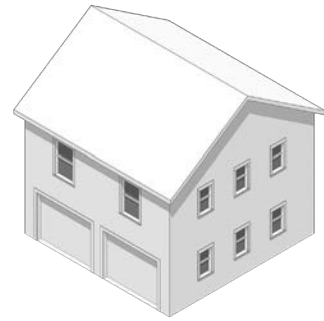
Recognizing the cost constraints of new constructions, architectural elements were used strategically. The details selected are functional and add value, for both the owner and the neighborhood, that outweighs the cost of implementation. For example, porches add character to the street, give additional living space to the resident, and create a transition to the public sidewalk that fosters both safety and social benefits.

While these designs maximize efficiency, the intent is to allow for flexibility and inspiration. In addition to providing ready-to-go plans, these drawings are meant to be a resource that may be built upon. The pre-approved building sets can be used "as is" to get construction going quickly or they may simply provide a starting off point for projects that choose to follow the standard building permit process, providing a building envelope that can be adapted for alternative construction methods or other architectural styles.

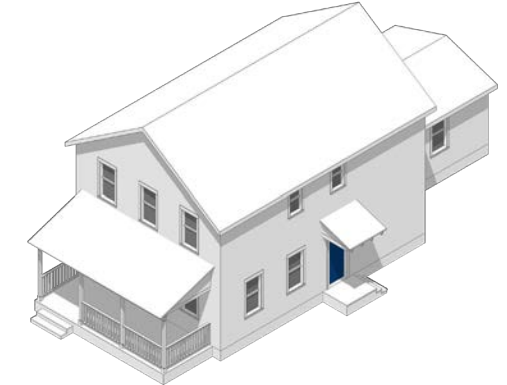
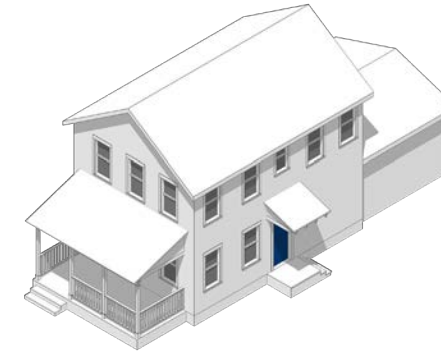
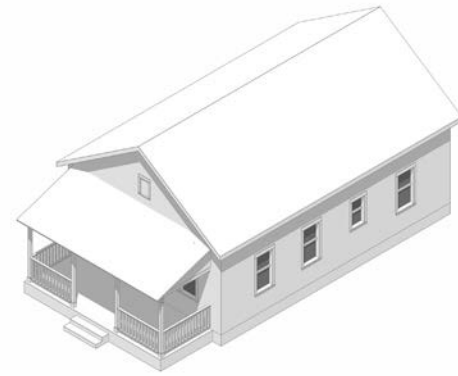
# South Bend Neighborhood Infill | Overview

ALLOWED
SPECIAL EXCEPTION
NOT ALLOWED

S1
S2
U1
U2
U3
UF
NC
DT



\*ALLOWED IN ALL ZONING DISTRICTS



## Carriage House

Unit Configuration	1 bed / 1 bath
Unit Size	576 ft <sup>2</sup>
Optional	Garage Below
Lot Width	34' min.

## Cottage

Unit Configuration	2 bed / 1 bath
Unit Size	864 ft <sup>2</sup>
Optional	Cottage Court
Lot Width	32' min.

## Narrow House - 2 or 3 Bed

Unit Configuration	2 bed / 1.5 bath +
Unit Size	1,120 ft <sup>2</sup> or 1,390 ft <sup>2</sup>
Optional	Master Suite
Lot Width	30' min.

## Standard House - 3 or 4 Bed

Unit Configuration	3 bed / 2.5 bath +
Unit Size	1,632 ft <sup>2</sup> or 1,902 ft <sup>2</sup>
Optional	Master Suite
Lot Width	32' min.

# South Bend Neighborhood Infill | Cottage

## The Cottage

The 2-bedroom Cottage provides an efficient, yet comfortable detached option that allows single story housing living on infill lots or within a cottage court. This type includes alternative floor plan options for a side porch entry, slab on grade foundation for accessibility, and/or a stair configuration for basement access. The massing and elevation options reflect a simple vernacular character present throughout South Bend's neighborhoods.



Option A



Option B



Option C



Ground Floor



Alternate Ground Floor Plan: Side porch entry option (elevation not shown here) and possible basement stair configuration

### ZONING DISTRICTS ALLOWED

- S1
- S2
- U1
- U2
- U3
- UF
- NC
- DT

### Building Type Overview

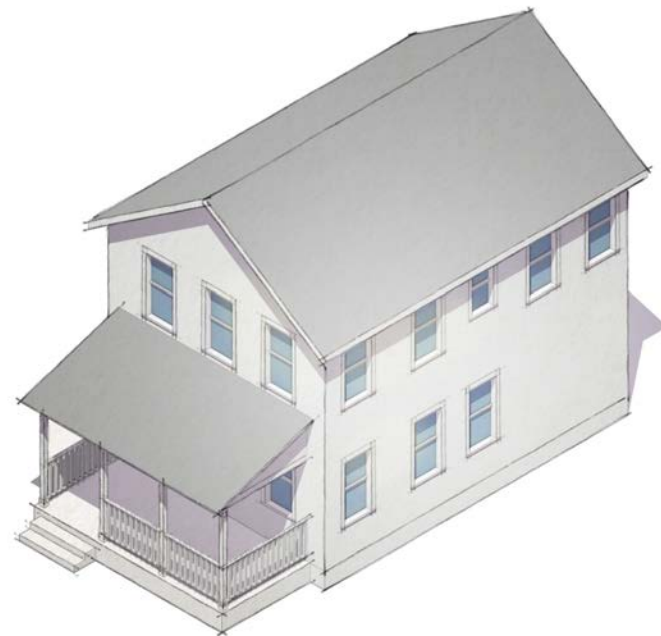
Building Dimensions	
Building Height	1 story
Building Width	24'
Building Depth (incl. porch)	44'
Program	
Unit Configuration	2 bed / 1 bath
Unit Size (finished gross)	1,728 sq. ft.
Basement (unfinished)	864 sq. ft.
Porch (unconditioned)	144 sq. ft.
1st Floor	864 sq. ft.
Lot Standards	
Lot Width (min.)	32'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	\$200,000 - \$250,000
Financing Options	30-yr mortgage

\* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

# South Bend Neighborhood Infill | Narrow House (2-bed)

## The Narrow House (2-bed)

The 2-bedroom Narrow House provides an efficient, yet comfortable detached, fee-simple option that allows development of the city's most skinny infill lots. The massing and elevation options reflect a simple vernacular character present throughout South Bend's neighborhoods.



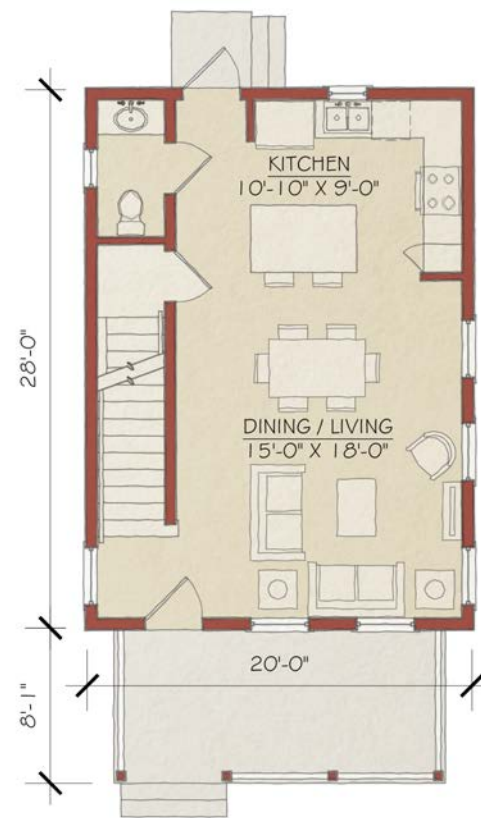
Option A



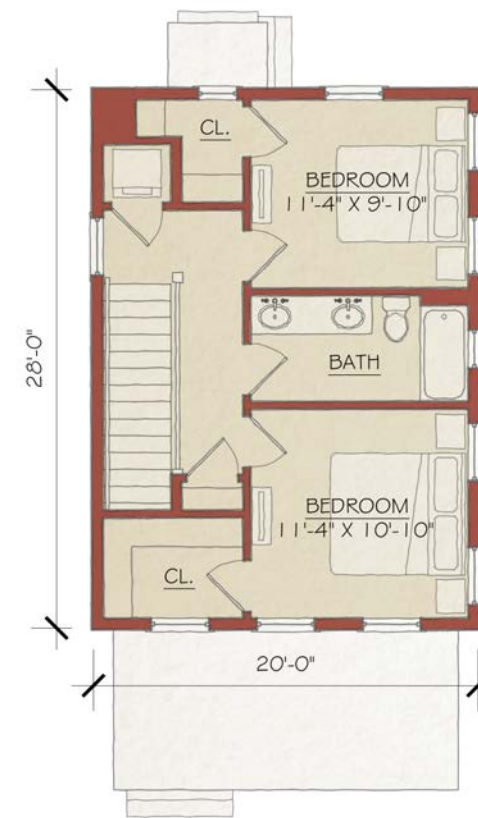
Option B



Option C



Ground Floor



Second Floor

### ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT

### Building Type Overview

Building Dimensions	
Building Height	2 story
Building Width	20'
Building Depth (incl. porch)	36'
Program	
Unit Configuration	2 bed / 1.5 bath
Unit Size (finished gross)	1,120 sq. ft.
Basement (unfinished)	560 sq. ft.
Porch (unconditioned)	136 sq. ft.
1st Floor	560 sq. ft.
2nd Floor	560 sq. ft.
Lot Standards	
Lot Width (min.)	30'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	\$200,000 - \$250,000
Financing Options	30-yr mortgage

\* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

# South Bend Neighborhood Infill | Narrow House (3-bed)

## The Narrow House (3-bed)

The 3-bedroom version of the Narrow House provides an efficient, yet comfortable detached, fee-simple option that allows development of the city's most skinny infill lots. It maintains the same vernacular elevation options as the 2-bedroom Narrow House, however, a 1-story rear addition accommodates a ground floor master suite. This extension could also be modified into a one-car garage, office/workshop, or attached ancillary dwelling unit.



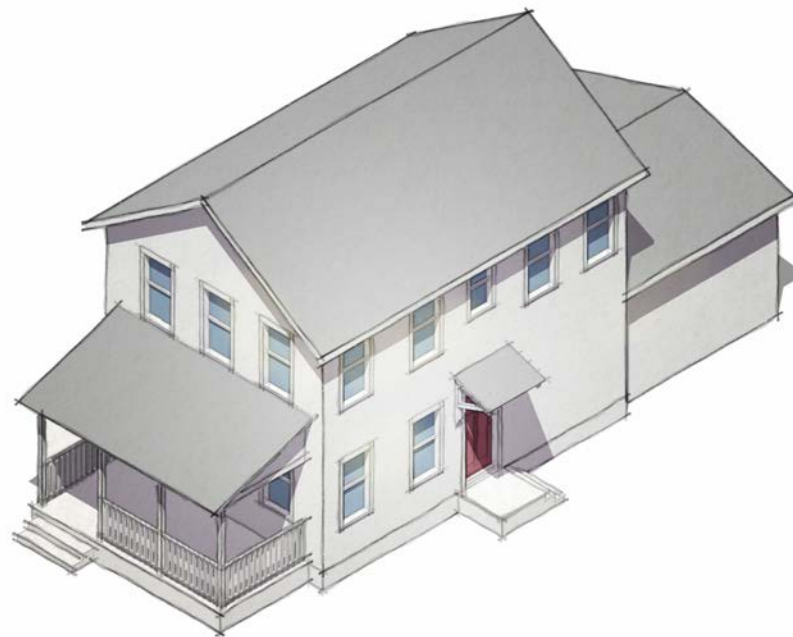
Option A



Option B



Option C



Ground Floor



Second Floor

### ZONING DISTRICTS ALLOWED

- S1
- S2
- U1
- U2
- U3
- UF
- NC
- DT

### Building Type Overview

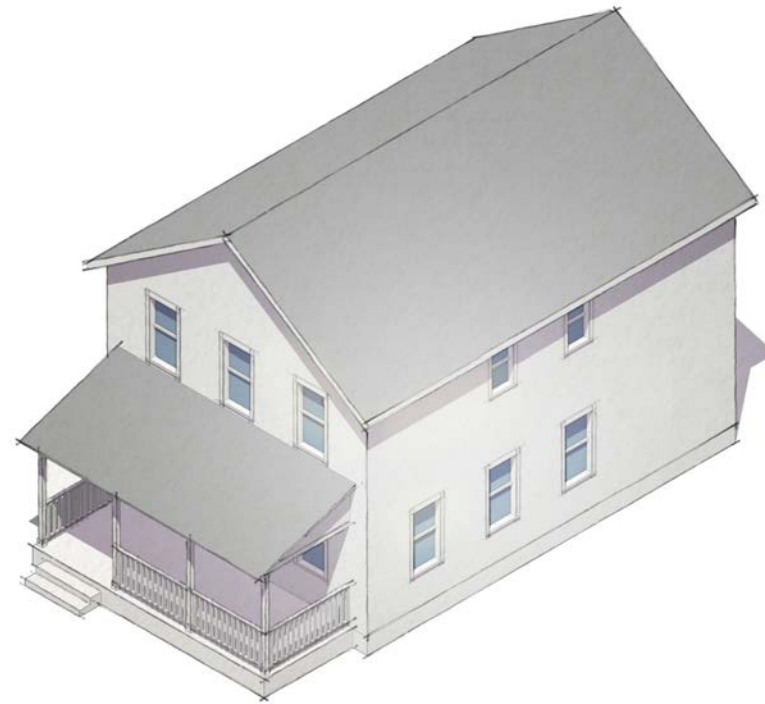
Building Dimensions	
Building Height	2 story
Building Width	20'
Building Depth (incl. porch)	51'
Program	
Unit Configuration	3 bed / 2.5 bath
Unit Size (finished gross)	1,390 sq. ft.
Basement (unfinished)	830 sq. ft.
Porch (unconditioned)	136 sq. ft.
1st Floor	830 sq. ft.
2nd Floor	560 sq. ft.
Lot Standards	
Lot Width (min.)	30'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	\$220,000 - \$270,000
Financing Options	30-yr mortgage

\* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

# South Bend Neighborhood Infill | Standard House (3-bed)

## The Standard House (3-bed)

The 3-bedroom Standard House provides a comfortable, open floorplan in a detached fee-simple option that fits the city's most common sized infill lots. The massing and elevation options reflect a simple vernacular character present throughout South Bend's neighborhoods.



Option A



Option B



Option C



Ground Floor



Second Floor

### ZONING DISTRICTS ALLOWED

- S1
- S2
- U1
- U2
- U3
- UF
- NC
- DT

### Building Type Overview

Building Dimensions	
Building Height	2 story
Building Width	24'
Building Depth (incl. porch)	42'
Program	
Unit Configuration	3 bed / 2.5 bath
Unit Size (finished gross)	1,632 sq. ft.
Basement (unfinished)	816 sq. ft.
Porch (unconditioned)	168 sq. ft.
1st Floor	816 sq. ft.
2nd Floor	816 sq. ft.
Lot Standards	
Lot Width (min.)	32'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	\$235,000 - \$285,000
Financing Options	30-yr mortgage

\* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.



*Please read and fill out the application in its entirety and make sure all relevant attachments requested are included upon submittal. Completed submittals can be emailed to [cklesmith@stevenspoint.com](mailto:cklesmith@stevenspoint.com) or mail hard copies to: **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.***

*Questions regarding the application process can be sent to [cklesmith@stevenspoint.com](mailto:cklesmith@stevenspoint.com) or by calling 715-341-4171, M-F from 7:30-4:00PM.*

#### Program Overview

This program is designed to [promote residential development in neighborhoods with older homes and vacant parcels](#). The program provides property owners or prospective property owners of residential properties in a state of disrepair [or vacancy](#) with a mechanism to demolish the primary structure and rebuild a [single-family residential](#) dwelling on the same property, [or assist with constructing a new residential property](#). A pre-application meeting to discuss logistics, qualifications, and specifics about the project is required with City staff prior to a formal application being submitted.

#### Eligible Program Participants

Eligible applicants must be an individual owner of the property or future owner of the property [and will utilize the property as their primary residence.](#)

#### Eligible Properties [for Demolition](#):

- The intended use of the property must be residential in nature.
- Property must have a CDU rating of Poor, Very Poor, or Unusable (confirmed by City staff).
- [Total improvements Principal structure](#) must have an assessed value ~~of \$75,000 or less~~ [not more than 80% the median value in the City \(\\$134,520\)](#).
- Property owner must provide proof of property ownership. If property is owned as an LLC, the articles of incorporation and operating agreement of the LLC shall be provided. A valid offer to purchase may also be used in lieu of proof of ownership.
- Property owner must be current on municipal taxes and other charges, and utility payments.
- [Properties that are subject to an insurance claim are ineligible \(e.g. fire damaged\).](#)

#### [Eligible Properties for New Construction](#)

- [All vacant residential parcels identified in the City's most recent Housing Affordability Report zoned PD, R1, or R2 with City sewer and water already present in the adjacent right of way.](#)

#### Reimbursable Expenses

- Any items, materials, or services directly related to and necessary for deconstructing the structure and the restoration of the property. Such items may include environmental testing, other professional services, and related material disposal fees.
- Grant funds more than deconstruction and restoration of the property may be used to reimburse cost of property acquisition if the property was purchased in the last 12 months. If the property has been owned for more than 12 months, the owner may be reimbursed for the cost of demolition and up to the current assessed value of the property, not to exceed a combined total of ~~\$450,000~~.

#### Terms

Below are the general terms that will apply for each grant:

- Up to a ~~\$450,000~~ grant. A maximum of \$20,000 may be awarded to reimburse demolition costs,

and a maximum of \$250,000 may be used to offset the initial acquisition costs or new construction, not to exceed the purchase price or assessed value of the land if there is no purchase price.

- Any funds not used for demolition and site restoration may be applied to costs of property acquisition if the property was purchased in the past 12 months.
- Construction of an accessory structure or an addition to an existing dwelling after demolition does not qualify for a grant under the terms of this program.
- All funds will be disbursed after completion of demolition, any required site restoration, and upon issuance of a building permit for the new single-family dwelling(s) on the property.
- A demolition permit shall be required.
- The minimum total value for the construction of new single-family dwelling(s) must be \$150200,000. The applicant shall submit a valid contractor estimate for the project that supports the \$150200,000 value.
- The document cost prep and review for closing the grant and document recording fees, if any, shall all be paid by the grant recipient/applicant.

#### Additional Requirements

- A pre-application meeting to discuss logistics, qualifications and specifics about the project is required with City staff prior to a formal application being submitted. The scope of work and cost estimates must be reviewed and approved by the City of Stevens Point - Community Development staff.
- Applicants must be current on municipal taxes and other charges, and utility payments.
- Applicants must provide proof of financing for the construction of the new single-family dwelling(s).
- Funds cannot be applied to project components that have already been started or completed. Pre-approval is required.
- A City inspection of property prior to demolition may be required before issuance of the grant.
- All change orders must be approved by the City.
- All work requiring a contractor must be performed by licensed and insured contractors, with the applicant having acquired a minimum of two cost estimates from two different contractors.
- If applicable, permits must be obtained prior to starting any work.
- Owners or owners' direct relatives cannot be compensated for their labor or time on the project.

#### Project Selection

- Applications will be accepted, reviewed, and available on a first-come, first-served basis, based on available funding for that year.
- Projects will be ranked by:
  - The impact of the project on the neighborhood.
  - Increase in taxable value of the property.
  - Evidence of owner's ability to finance and complete the project.
  - Ability of the owner to complete the project within one year of financing approval.
- Final project approval will be determined by Community Development Department

#### Application Procedure

Interested property owners shall contact the City of Stevens Point - Community Development Department to set up a pre-application meeting. City staff will work with each potential applicant to arrange an initial inspection of the property to review the scope of work, preliminary cost estimate, and determine if the property meets the program requirements. Once, the pre-application has been approved, the following will need to be submitted:

- Program application
- Two cost estimates from licensed contractors or [approved-suppliershome builders](#)
- Outstanding mortgages and/or liens on the property
- Proof of no outstanding municipal taxes or charges, or utility payments

**The Redevelopment Authority may grant exceptions to any of the requirements for this program.**

Date of Application: \_\_\_\_\_ Date of Pre-Application Meeting: \_\_\_\_\_

**Name of Applicant**

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<b>DOB</b>	<b>Contact Phone</b>	<b>Email</b>
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**Name of Co-Applicant/Spouse**

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<b>DOB</b>	<b>Contact Phone</b>	<b>Email</b>
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**Assessed Value of Primary Dwelling,  
Structure Only (must be under  
\$134,52075,000)**

**Property Address**

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**Do you currently own the property?** Yes  If yes, how long have you owned the property? \_\_\_\_\_  
 No  If no, attach a valid and signed Offer to Purchase.

*Note: If owned by an LLC, the articles of incorporation, including a list of all members and operating agreement shall also be provided and attached hereto.*

**Current mortgage/lien holder(s)** Attach additional sheets if necessary. **Amount Owned**

Current mortgage/lien holder(s)	Amount Owned

**Has the property been subject of a major loss insurance (>10,000) claim? If so, expand and attach additional sheets if necessary.**

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Are you current on property taxes, assessments, and water utility payments? Yes  No   
 Attach signed release.

Property CDU Rating (provided by City staff): \_\_\_\_\_

<b>Please attach a completed building permit for the proposed dwelling, a site plan showing setbacks, and complete building plans. Lastly, answer the following:</b>	
Lowest cost estimate for demolition. <i>Attach a minimum of 2 estimates:</i>	
Square footage of dwelling to be constructed:	
Estimated cost of dwelling to be constructed:	
Estimated end-value of dwelling to be constructed:	
Timeline for construction completion of dwelling:	

**Financing will be provided through whom?**

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**Contact Name**

**Phone**

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**Address**

**Email**

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*Please attach commitment.*

Are there any other issues or circumstances you feel are relevant to this application? *You may attach additional sheets if necessary.*

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\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**