

CITY OF DE PERE MEMO



To: Interested Businesses and Site Selectors

From: Daniel Lindstrom, Development Services Director

Date: January 1, 2022

RE: **De Pere –Request to Purchase City Land and TIF Request Process**

The City of De Pere understands businesses need to plan for their future growth and expansion; therefore, the City allows interested parties to obtain parcels or portions of parcels owned and controlled by the City of De Pere. Once a property has been developed or redeveloped (environmental remediation, new utilities and roads, etc.) the Development Services Department markets the property and acts as the "listing broker." Because most of these properties are in Tax Incremental Financing (TIF) Districts in which most of the City's development costs will be recovered through the property taxes generated by the new development, prospective buyers are asked to submit a letter of intent and preliminary site and building plans with their purchase offers so that staff can calculate the taxable value of the proposed development

Letter of Intent

- Business/Project Name;
- A short introduction summary and property management structure;
- The intended use of the property, including a description of site plan and building development;
 - Anticipated square feet and unit breakdown*
 - Conceptual site plan sketch
 - Anticipated land use
 - Anticipated construction value
 - Anticipated new assessed value (contact Addie Ebert at accurate appraisal based on the building and site plans)*
 - Anticipated/guaranteed property value *
 - If requested, the type of TIF request (cash grant, milestone cash grant, land grant, NPV – PAYGO, etc.) and proforma documentation showing the projected gap.
 - Request to amend the comprehensive plan future land use and existing zoning (if applicable)
- A timeline of development;
 - The development agreement date
 - The desired construction start date*
 - Target Certificate of Occupancy date/opening
 - Full Assessed Value date

Developer Obligations

The Developer Obligations would typically be the items identified above with an “*.”

City Obligations

If the project is privately owned then the only City obligation would be the sale of the land and/or a financial incentive.

Approval Process

The City will present the proposed terms to the Finance and Personnel Committee, but they could have questions for you at that meeting. The Finance and Personnel Committee recommends approval to the Common Council and the City Attorney will draft the formal sale and/or (re)development agreement. During that time the interested party shall prepare and submit a site plan to the Plan Commission. The approved site plan shall then be attached to the development agreement. The agreement would also spell out any necessary development milestones, purchase timelines, the purchase price (fewer option fees paid), any necessary land divisions, closing, necessary site plan approvals, building development requirements, etc. The closing date for a sale will require a conditionally approved site plan from the De Pere Plan Commission.

Available Properties

The following link identifies properties available in the two City of De Pere industrial parks.

Link: [Locate in De Pere / De Pere, Wisconsin \(deperewi.gov\)](http://deperewi.gov)