



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Board of Health

Wednesday, September 13, 2023

7:00 AM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[23-0812](#) June 2023 Meeting Minutes

Attachments: [06.14.23 BoardOfHealth MeetingMinutes.pdf](#)

5. Public Hearing/Apearances

6. Action Items

[23-1012](#) Resolution #9-R-23 Mental Health Awareness & Services

Attachments: [#9-R-23 mental health awareness.pdf](#)

[23-1044](#) Proposed City Ordinance Update: Chapter 9, Article XVIII. Tattoo and Body Piercing Establishments

Attachments: [Article XVIII Tattoo and Body Piercing Establishments Memo.pdf](#)

[Article XVIII Tattoo and Body Piercing Establishments Ordinance Change Prosp](#)

[23-1043](#) Proposed City Ordinance Update: Chapter 11, Manufactured and Mobile Homes and Mobile Home Communities

Attachments: [0884 - BoH Memo.pdf](#)

[Chapter 11 Manufactured Homes Ordinance Update.pdf](#)

[23-1042](#) Policy AHD001_Creation and Maintenance of Policies

Attachments: [AHD001_Creation and Maintenance of Policies_09.06.2023.pdf](#)

[23-1054](#) Noise Variance: Madison Middle School Construction

Attachments: [2023-2024 Conditional Noise Variance Request Boldt.pdf](#)

7. Information Items[23-1036](#)

Dangerous Animal Declaration

Attachments: [08.22.23 DangerousAnimalDeclaration Millie.pdf](#)[23-1038](#)

August Newsletter

Attachments: [August 2023 Newsletter 0.pdf](#)[23-1039](#)

September Newsletter

Attachments: [September 2023 Newsletter 0.pdf](#)[23-1041](#)

New Noise Variances

Attachments: [NoiseVariances BoH Sept.pdf](#)**8. Adjournment**

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

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Meeting Minutes - Final Board of Health

Wednesday, June 14, 2023

7:00 AM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Spears calls the meeting to order at 7:00am.

In attendance:

Health Officer, Dr. Charles Sepers

Deputy Health Officer, Sonja Jensen

Robert Ring, DO; Mosaic Family Health

Max Buncek, MD; Mosaic Family Health

2. Pledge of Allegiance

The Pledge of Allegiance led by Chair Spears.

3. Roll call of membership

Emma Kane arrived at 7:03am.

Present: 8 - Spears, Fuchs, Werth, Vogel, Kane, Alderperson Meltzer, Alderperson Jones and Mayor Woodford

4. Approval of minutes from previous meeting

[23-0671](#)

May 2023 Meeting Minutes

Attachments: [05.10.23_BoardofHealth_MeetingMinutes.pdf](#)

Werth moved, seconded by Alderperson Meltzer, that the Minutes be approved. Voice Vote. Motion Carried.

approved

Aye: 8 - Spears, Fuchs, Werth, Vogel, Kane, Alderperson Meltzer, Alderperson Jones and Mayor Woodford

5. Public Hearing/Appearances

None.

6. Action Items

None.

7. Information Items

[23-0673](#)

Q1 Report

Attachments: [Q1BOH.pdf](#)

Speaker: Dr. Charles Sepers, Health Officer and Sonja Jensen, Deputy Health Officer

[23-0672](#)

June Newsletter

Attachments: [June 2023 Newsletter 0.pdf](#)

Speaker: Dr. Charles Sepers, Health Officer and Emma Kane

[23-0675](#)

New Noise Variances

Attachments: [NoiseVariances_BoH_June.pdf](#)

Speaker: Dr. Charles Sepers, Health Officer

[23-0674](#)

Prohibited Animal Declaration

Attachments: [ProhibitedAnimalDeclaration_SashaGhost.pdf](#)

Speaker: Dr. Charles Sepers, Health Officer

8. Adjournment

A motion was made by Lee Marie Vogel, seconded by Alderperson Vered Meltzer, that the meeting be adjourned at 7:30am. The motion carried by the following vote:
approved

Aye: 8 - Spears, Fuchs, Werth, Vogel, Kane, Alderperson Meltzer, Alderperson Jones and Mayor Woodford

Resolution #9-R-23

Resolution Supporting Mental Health Awareness and Services in the City of Appleton

Submitted by: Alderperson Nate Wolff – District 12

Date: August 16, 2023

Referred To: Board of Health

Summary:

The resolution aims to address the urgent need to enhance mental health support and promote overall well-being in our community. Recognizing the rising prevalence of mental health disorders and their impact on individuals, families, and communities, this resolution acknowledges the significance of prioritizing mental health care as an integral part of public health.

WHEREAS, mental health is an essential component of overall health and well-being; and

WHEREAS, mental illness affects individuals of all ages, races, genders, and socio-economic backgrounds; and

WHEREAS, mental health disorders can lead to significant personal, social, and economic costs for individuals, families, and communities; and

WHEREAS, access to mental health services and support is critical for individuals to lead healthy and fulfilling lives; and

WHEREAS, the COVID-19 pandemic has highlighted the importance of mental health and the need for increased access to mental health services; and

WHEREAS, the city of Appleton recognizes the importance of promoting mental health awareness, reducing stigma associated with mental illness, and increasing access to mental health services;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Appleton, that:

Be it further resolved, the city of Appleton recognizes the importance of mental health and the impact of mental illness on individuals, families, and communities.

Be it further resolved, the city of Appleton commits to promoting mental health awareness and reducing stigma associated with mental illness through public education campaigns, community events, and partnerships with local mental health organizations.

Be it further resolved, the city of Appleton supports increased access to mental health services and encourages the expansion of mental health services, including telemedicine and other innovative approaches to increase access.

Be it further resolved, the city of Appleton will continue to work collaboratively with local mental health organizations and other stakeholders to identify gaps in mental health services and develop strategies to address those gaps.

Be it further resolved, the city of Appleton encourages employers and schools to provide mental health resources and support to their employees and students.

Be it further resolved, the city of Appleton encourages state and federal policymakers to prioritize mental health and increase funding for mental health services and research.

BE IT FURTHER RESOLVED, that the Clerk of the Common Council is directed to forward a copy of this resolution to the Mayor, local mental health organizations, the Wisconsin State Legislature, and members of congress in Wisconsin.



TO: Members of the Board of Health

FROM: Charles E. Sepers, Jr., Health Officer
Darrin M. Glad, Assistant City Attorney

DATE: September 1, 2023

RE: Chapter 9 Updates Relating to Tattoo and Body Piercing Licenses

The Health Department serves as an agent for the Wisconsin Department of Safety and Professional Services (DSPS) Body Art Program. As mandated by Wisconsin state law, we are responsible for issuing permits, as well as establishing enforcement and appeal mechanisms for the permitting process. These responsibilities are outlined in the Municipal Code of the City of Appleton, specifically Sections 9-850 to 9-870.

State oversight of tattoo and body piercing businesses is governed by the Wisconsin Administrative Code SPS 221. Before the introduction of this state regulation, the City of Appleton had its own localized rules to oversee these establishments. Although we have updated our local ordinances to align with the state regulations, some legacy language remains. This outdated language leads to redundancy and, in certain cases, conflicts with SPS 221.

This need for revision has come to light following a request by a practitioner to operate a Temporary Establishment during an event at the Fox Cities Exhibition Center. Under the current local code, Temporary Establishments are prohibited. However, Assistant City Attorney Glad has advised that this prohibition conflicts with state regulation SPS 221. Consequently, we must revise our ordinances to accommodate such licenses.

In addition to this, other amendments aim to remove lingering language from the time when we used to issue practitioner licenses along with establishment licenses. It is important to note that DSPS now exclusively manages the licensing of all practitioners.

Below, you will find the revised ordinance language as well as details regarding the newly introduced license categories and corresponding fees for Temporary Establishments.

Environmental Health Fee Schedule Additions

Activity Code	Description	Fee
364	Temporary Body Piercing Establishment	\$ 180.00
365	Temporary Combined Tattoo and Body Piercing Establishment	\$ 220.00
366	Temporary Tattoo Establishment	\$ 180.00

Thank you for your attention to these critical updates. We strive to maintain a coherent and streamlined regulatory framework that aligns with state law.

If you have any questions or concerns, please do not hesitate to get in touch.

Charles E Sepers, Jr, PhD, MPH
Health Officer | Director Appleton Health Department

ARTICLE XVIII. TATTOO AND BODY PIERCING ESTABLISHMENTS

Sec. 9-850. Authority and purpose

(a) This ~~chapter-article~~ is promulgated under the authority of Wis. ~~consin~~ ~~Stats.ute~~ §463.16 (2021-22), as amended from time to time, for the purpose of regulating tattooists, tattoo establishments, body piercers and body piercing establishments in order to protect public health and safety.

(b) *State sanitation regulations adopted.* All tattoo and body piercing establishments, practitioners, and licenses under this division shall be subject to and comply with the provisions of Wis. Admin. Code, ~~ChapterSees.~~ SPS §221 (2021-22) as amended from time to time, which are hereby adopted by reference and incorporated as part of this ~~division article~~.

(Ord 90-16, §1, 11-8-16)

~~Sec. 9-851. Definitions.~~

~~—Agent means a local health department serving a population greater than five thousand (5,000) which is designated by the Wisconsin Department of Safety and Professional Services under a written agreement authorized by Wis. Stat. §252.245(1), to issue licenses to and make investigations or inspections of tattooists, tattoo establishments, body piercers and body piercing establishments.~~

~~(Ord 91-16, §1, 11-8-16)~~

~~—Antiseptic means a chemical that kills or inhibits the growth of organisms on skin or living tissue.~~

~~—Approved means acceptable to the department based on its determination of conformance to this chapter and good public health practices.~~

~~—Autoclave means an apparatus that is registered and listed with the Federal Food and Drug Administration for sterilizing articles by using superheated steam under pressure.~~

~~—Body pierce, as a verb, means to perforate any human body part or tissue, except an ear, and to place a foreign object in the perforation to prevent the perforation from closing.~~

~~—Body piercer means a person who performs body piercing on another person at that person's request.~~

~~—Body piercing means perforating any human body part of tissue, except an ear, and placing a foreign object in the perforation to prevent the perforation from closing.~~

~~—Body piercing establishment means the permanent premises where a body piercer performs body piercing and is in business for more than seven (7) consecutive days in a license year.~~

~~—Cleaning means the removal of foreign material from objects, normally accomplished with detergent, water and mechanical action.~~

~~—Department means the Wisconsin Department of Safety and Professional Services.~~

~~—Disinfectant means a chemical that is capable of destroying disease causing organisms on inanimate objects, with the exception of bacterial spores.~~

~~—Health Officer means and includes the Health Officer or authorized agent of the Health Officer.~~

~~—Hot water means water at a temperature of 110°F, or higher.~~

~~—Local health department means an agency of local government that takes any of the forms specified in Wis. Stats. §250.01(4), specifically the City of Appleton Health Department.~~

~~—**Operator** means the owner or person responsible to the owner for the operation of a tattoo or body piercing establishment.~~

~~—**Patron** means a person receiving a tattoo or body piercing.~~

~~—**Practitioner** means a tattooist or body piercer.~~

~~—**Premises** means a building, structure, area or location where tattooing or body piercing is performed.~~

~~—**Sharps waste** means waste that consists of medical equipment or clinical laboratory articles that may cause punctures or cuts, such as hypodermic needles, syringes with attached needles and lancets, whether contaminated, unused or disinfected.~~

~~—**Single-use** means a product or item that is disposed of after one use, such as a razor, a needle, a cotton swab, a tissue or paper product, a paper or soft plastic cup, or gauze or other sanitary covering.~~

~~—**Sterilization** means the killing of all organisms and spores through use of an autoclave operated at a minimum of 250°F (121°C) at a pressure of at least fifteen (15) pounds per square inch for not less than thirty (30) minutes or through use of an autoclave approved by the department that is operated at different temperature and pressure levels but is equally effective in killing all organisms and spores.~~

~~—**Tattoo**, as a verb, means to insert pigment under the surface of the skin of a person, by pricking with a needle or otherwise, so as to produce an indelible mark or figure through the skin.~~

~~—**Tattoo establishment** means the permanent premises where a tattooist applies a tattoo to another person and is in business for more than seven (7) consecutive days in a license year.~~

~~—**Tattooist** means a person who tattoos another person at that person's request.~~

~~—**Tempered water** means water ranging in temperature from 85°F to less than 110°F.~~

~~—**Temporary establishment** means a single building, structure, area or location where a tattooist or body piercer performs tattooing or body piercing for a maximum of seven (7) days per license year.
(Ord 64-18, §1, 7-24-18)~~

Sec. 9-852. Scope.

(a) **Applicability.** This chapter applies to all tattooists, body piercers, tattoo establishments, and body piercing establishments.

~~(b) **Approved comparable compliance.** When it appears to the Department that strict adherence to a provision of this chapter is impractical for a particular tattooist, tattoo establishment, body piercer or body piercing establishment, the Department may approve a modification in that requirement for that person or establishment if the Department is provided with satisfactory proof that the grant of a variance will not jeopardize the public's health, safety or welfare.~~

Sec. 9-853. Right of entry.

The Health Officer may enter any establishment required to be licensed in this article at all reasonable times to inspect the premises, view the practice (with patron's permission), secure samples or specimens, examine and copy documents, obtain photographs or take any other action deemed necessary to properly enforce the provisions of applicable laws regulating such business or activity.

Sec. 9-854. Responsibility of the operator.

(a) Every act or omission by an employee or practitioner constituting a violation of the provisions of this ordinance

shall be deemed the act or omission of the operator if such act or omission occurs either with the authorization, knowledge or approval of the operator, or as a result of the operator's negligent failure to supervise the employee's conduct, the operator shall be liable for such act or omission in the same manner as if the operator committed the act or caused the omission.

(b) Any act or omission of any employee constituting a violation of the provisions of this ordinance shall be deemed an act or omission of the operator for purposes of determining whether the license shall be suspended, revoked, or not renewed.

Sec. 9-855. Correction of violations, citations.

Whenever the Health Officer finds that any establishment, tattooist or body piercer required to obtain a license in this article is not operating or equipped in any manner required by ordinances or laws regulating such establishment or activity, the Health Officer may notify, in writing, the person operating the premises, or performing the activity, specifying the requirements of such ordinance or law, and requiring that such business or practitioner comply with the provisions of such ordinance or law, and specify the time limits within which compliance shall take place. If the time limit or any extension thereof set forth in the notification is not met, the license may be suspended or revoked by the Health Officer. The Health Officer may also issue citations for any such violations pursuant to the provisions of Appleton Municipal Code Sec. 1-17(c).

Secs. 9-856 — 9-859. Reserved.

~~DIVISION 2. LICENSES~~

Sec. 9-860. Generally.

~~(a) — (a) — No person shall operate a tattoo establishment, body piercing establishment or combination tattoo and body piercing establishment without first obtaining a license from the Health Department.~~
~~(a) —~~

~~Any person, partnership, or corporation desiring to secure a tattoo establishment, body piercing establishment, combination tattoo/body piercing establishment, tattooist and/or body piercer license shall make application to the local health department.~~

~~(b) — The application shall be on a form provided by the local health department and shall include, at a minimum, the following information:~~

~~(1) — The name(s) (including aliases), addresses, dates of birth and driver's license number, of the applicant, any partner or limited partner in a partnership application, any shareholder holding more than ten percent (10%) of the stock of a corporate applicant and each corporate officer and director.~~

~~(2) — Written proof that each person required to be identified under this section is at least eighteen (18) years of age.~~

~~(3) — The address of the establishment to be licensed.~~

~~(4) — Whether the applicant or any person required to be identified is currently operating or has previously operated, in this or any other municipality or state, under a tattoo or body piercing establishment license, whether the applicant or person required to be named in this section has ever had such a license or permit suspended or revoked, or has been convicted of a violation of state or local laws governing the practice of tattoo or body piercing, the reason therefore, and the business entity or trade name under which the applicant operated that was subject to the suspension, revocation or conviction.~~

~~(c) — Failure or refusal of the applicant to completely and truthfully provide responses to the application questions, to give any information relevant to the investigation of the application, or refusal to appear at any reasonable time and place for examination regarding said application shall constitute an admission by the applicant that the applicant is~~

~~ineligible for such license and shall be grounds for denial thereof.~~

~~(b)~~ ~~(d)~~ Application for a license required in this article shall be made to the local health department upon a form furnished by the local health department and shall contain such information that the local health department may prescribe and require and shall be accompanied by payment of the application fee. In addition, the applicant must pay any state administrative fees, the amount of which is on file with the local health department.

~~(b)~~

~~(e)~~ ~~(e)~~ Within thirty (30) days after receiving a completed application for a license, the local health department or its agent shall either approve the application and issue a license or deny the application. If an application for a license is denied, the local health department shall give the applicant reasons, in writing, for the denial and provide information about how the applicant may appeal that decision.

~~(c)~~

~~(d)~~ ~~(f)~~ A license will not be granted under this article to an operator of a new establishment or to a new operator of an existing establishment without a preinspection. A preinspection fee will be assessed for each establishment according to the schedule on file with the local health department.

~~(d)~~

~~(e)~~ ~~(g)~~ The operator of a tattoo or body-piercing establishment shall promptly notify the local health department of his or her intention to cease operations and shall supply the local health department with the name and mailing address of any new operator. A license is not transferable. A new operator will submit an application for a new license. No license shall be issued to or used by any person acting as agent for or in the employ of another.

Sec. 9-861. ~~Application for establishment license.~~

~~(a) Requirements.~~

~~(1) No person may operate a tattoo establishment or body piercing establishment or a combined tattoo and body piercing establishment unless he or she has obtained a license for the establishment from the local health department by application made upon a form furnished by the local health department. All applications submitted to the local health department shall be accompanied by a fee under (b).~~

~~(2) No person shall engage in the practice of tattooing and/or body piercing except in a permanent licensed tattoo and/or body piercing establishment.~~

~~(3) Reciprocity within the State of Wisconsin will be recognized upon receipt of proof that the local requirements as set forth in this chapter are met by the applicant.~~

~~(b) Expiration and renewal of license.~~

- (1) Except where otherwise provided, every Health Department license shall terminate or expire on June 30th of each year and may be renewed annually thereafter.
- (2) The application for renewal shall be filed with the Health Department on or before June 30th, together with payment of the required fee. The fee for said license shall be on file with the local health department.
- (3) In addition, the applicant must pay any state administrative fees, the amount of which is on file with the local health department. If the annual renewal fee has not been paid on or before June 30th, an additional late payment fee shall be required; the amount of which is also on file with the local health department. Establishments operating on July 15th without a proper license shall be ordered closed by the Health Officer. ~~Practitioners operating on July 15th without a proper license shall be ordered to cease operations by the Health Officer.~~ Failure to comply will result in the issuance of a uniform citation with current bond as set forth in §1-18, Appleton Municipal Code. Each violation and each day a violation continues or occurs shall constitute a separate offense.

(Ord 64-18, §1, 7-24-18)

Sec. 9-862. Suspension or revocation of license.

The Health Officer may suspend or revoke any license issued pursuant to this article for violations of ordinances or laws regulating activity and for other good cause.

(Ord 64-18, §1, 7-24-18)

Sec. 9-863. Emergency powers of health officer.

Whenever the Health Officer has reasonable or probable cause to believe that the premises or method of operation thereof creates a danger to public health, the Health Officer may issue a temporary order prohibiting continued operation of the premises or any part thereof which creates the immediate danger to health. The Health Officer may suspend any license without notice whenever the licensed premises, tattooist, and/or body piercer constitute an immediate health hazard.

Sec. 9-864. Appeals.

Any person aggrieved by the denial of a license or by suspension or revocation of a license required under this article by the Health Officer or by any temporary suspension or any other order may appeal any such order to the Board of Health within thirty (30) days of denial, suspension or revocation of a license or issuance of the order. The Board of Health shall provide the appellant a hearing or opportunity for hearing on the matter and may either suspend or continue any such order pending determination of appeal. The Board may affirm, modify or set aside the order of the Health Officer after a hearing on the matter. The Board of Health shall make and keep a record of all proceedings related to any such appeal and the record and actions of the Board of Health shall be subject to review by certiorari by a court of record

Secs. 9-865 – 9-~~9869~~79. Reserved.

~~DIVISION 3. HEALTH AND SANITARY REQUIREMENTS~~

~~Sec. 9-870. Physical examinations of practitioners.~~

~~—(a) The Health Officer shall have the power to require any practitioner to submit to a practicing physician for a physical examination whenever the practitioner is suspected of having any infectious or contagious disease that may be transmitted by the practice of tattooing or body piercing. The expenses of the physical examination shall be paid by the practitioner.~~

~~—(b) Any practitioner notified to appear for a physical examination as may be required by the preceding subsection shall immediately cease working as a practitioner of tattoo or body piercing and shall not be allowed to work thereafter as a practitioner of tattoo or body piercing until he or she shall have first received a certificate in writing from a practicing physician that he or she is not inflicted with any infectious or contagious condition or disease that may be transmitted by the practice of tattoo or body piercing.~~

~~(Ord 64-18, §1, 7-24-18)~~

~~Sec. 9-871 – 8-879. Reserved.~~



TO: Members of the Board of Health

FROM: Charles E. Sepers, Jr., Health Officer
Darrin M. Glad, Assistant City Attorney

DATE: August 24, 2023

RE: Chapter 11 Updates

The Health Department has been an agent for the Wisconsin Department of Safety and Professional Services (DSPS) Manufactured Home Community license for some time. As an agent for DSPS, the City was required by Wisconsin law to issue permits and create enforcement and appeal procedures for the permitting process. The Municipal Code of the City of Appleton (“Code”) codified these requirements in Secs. 11-52 through 11-62. These requirements are separate from and in addition to the Manufactured and Mobile Home Community Licenses issued by the City Clerk under Sec. 11-46 (“Clerk’s License”).

The Wisconsin DSPS faced considerable challenges with staffing in 2022, which impacted its ability to support the agent program, including originating new contracts beginning in July 2022 for local health departments, statewide. As a result, contracts between local health departments and DSPS across the state were allowed to expire without further contact from DSPS or newly initiated contracts in 2022.

In late Spring of 2023, DSPS had contacted some health departments that had previously participated in the agent program about beginning a new process for delegated municipal authority for issuing the State license. Upon a due-diligence review of the Clerk’s License program, it was determined that there is near perfect duplication of service between the DSPS license and the City of Appleton Clerk’s License.

The last contract with DSPS making City Health Department staff agents for DSPS expired on June 30, 2022, and there is no current contractual obligation in place. Because City staff are no longer agents for DSPS, there is no longer the state administrative authority for the Health Department to license Manufactured Home Communities and DSPS is currently the only body that can issue such permits. Due to the concerns listed above and after detailed Code review

by the City Attorney's Office, it is advisable to remove Secs. 11-52 through 11-62 from the Code.

Furthermore, it is logical to bolster and clarify certain other aspects of Chapter 11 and the City's Schedule of Deposits. The requirements for Clerk's License currently include compliance with state law and local ordinances, rules and regulations (Sec. 11-49). To add additional clarity to this requirement, it is advisable to explicitly state that proof of the applicable DSPS permit is now required. The additional language to Sec. 11-49(1) is included in attachment.

Sec. 11-27(b)(8) references an administrative code that no longer exists. The subsequent replacement codification of that is largely contained in Wisconsin Administrative Code SPS Chapter 340, but not in its entirety so broader language was required. The clarifying updated language to Sec. 11-27(b)(8) is included in the attachment.

Lastly, the Schedule of Deposits lists penalties for violations of Sec. 11-52 and Sec. 11-60 of the Code. Because there is no longer the ability to enforce those sections (due to this enforcement revert back to DSPS upon expiration of our contract) and the recommendation to remove those sections from our Code, it is advisable to remove Sec. 11-52 and Sec. 11-60 and their respective penalties from Schedule of Deposits.

If you have any questions or concerns, please do not hesitate to get in touch.

Attachment

DMG:CES:jlg

CityLaw A23-0884

Chapter 11

Manufactured and Mobile Homes and Manufactured and Mobile Home Communities

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Editor’s Note: This chapter was repealed and recreated pursuant to Ordinance 79-08, adopted April 16, 2008 and published April 21, 2008, becoming effective on April 22, 2008.

Cross reference(s) – Buildings and building regulations, ch. 4; numbering system for mobile homes, §4-3; mobile homes and parking of trailers restrictions in parks and recreation areas, §13-86.

State law reference(s) – Mobile homes, W.S.A. §66.058; manufactured housing, W.S.A. §101.90 et seq.

ARTICLE I. IN GENERAL

Sec. 11-1. Purpose of chapter.

The standards and requirements for manufactured and mobile home community design, layout and development contained in this chapter are intended to be the minimum standards necessary to uphold the public’s health, safety and welfare in manufactured and mobile homes and manufactured and mobile home communities in the City. The express enumeration of such standards shall not preclude the Common Council, by resolution or by law, or through express written agreement with the manufactured and mobile home community owner or developer, from

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imposing modifications or additions to the requirements of this chapter. The Council shall only modify or add to such requirements when it is determined that such modifications or additions are more likely to achieve the purpose set out in this section than the requirements set forth in this chapter, and will not conflict with applicable laws of the state.

Sec. 11-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

MANUFACTURED AND MOBILE HOMES AND MANUFACTURED AND MOBILE HOME COMMUNITIES

Accessory structure means all structures constructed on a manufactured and mobile home lot apart from the basic manufactured and mobile home unit, and shall include awnings, cabanas, storage cabinets or sheds, carports, windbreaks, attached porches and garages.

Common area means any area or space designed for joint use of tenants occupying the community.

Community means a manufactured and mobile home community.

Community management means the person or entity who owns or has charge, care or control of the community.

Community street means a private way which affords the principal means of access to individual manufactured or mobile home lots or auxiliary buildings.

Driveway means a minor private way used by vehicles and pedestrians on a manufactured or mobile home lot or used for common access to a small group of lots or facilities.

Health Department license means a license issued by the City Health Department under the provisions of this chapter.

License means a written license issued by the City Clerk allowing a person to operate and maintain a community under the provisions of this chapter and regulations issued under this chapter.

Lot means a parcel of land located in a community for the placement of a single manufactured or mobile home and the exclusive use of its occupants.

Lot area means the total area reserved for exclusive use of the occupants of a manufactured or mobile home.

Manufactured and mobile home community means any plot or plots of ground upon which three (3) or more manufactured homes or mobile homes, occupied for dwelling or sleeping purposes, are located, regardless of whether a charge is made for the accommodation.

Manufactured home has the meaning given in W.S.A. §101.91(2) and includes foundations and accessory structures.

Mobile home has the meaning given in W.S.A. §101.91(10) and includes foundations and accessory structures.

Mobile home stand means that part of an individual lot which has been reserved for the placement of one (1) manufactured or mobile home unit.

Municipal permit fee means the fee defined in W.S.A. §66.0435(3)

Permit means any written permit issued by the City in accordance with this chapter, including a special use permit under the provisions of the zoning regulations.

Special use permit means a special use permit issued by the City permitting the construction, alteration and extension of a community under the provisions of this chapter and the regulations issued under this chapter.

Street means the paved or surfaced portion of a roadway between two (2) curbs.

Unit means a manufactured or mobile home.
(Ord 42-92, §1, 4-15-92, Ord 79-08, §1, 4-22-08)

Cross reference(s) – Definitions and rules of construction generally, §1-2.

Sec. 11-3. Manufactured and mobile home municipal permit fee.

(a) There is hereby imposed on each owner of a nonexempt manufactured or mobile home in the City a monthly municipal permit fee determined in accordance with W.S.A. §66.0435(3). It shall be the full and complete responsibility of the community licensee to collect the proper amount from each unit's owner or occupant. Licensees and owners and occupants of units permitted to be located on land outside a community and the owners of land on which such homes are parked shall pay such municipal permit fees to the Director of Finance on or before the tenth (10th) day of the month following the month for which such fees are due, in accordance with terms of this chapter and such reasonable regulations as the Director of Finance may promulgate. Remittances delinquent for seven (7) business days beyond the tenth (10th) day of the month shall be considered in default and shall subject the licensee to revocation of the city license.

(b) Licensees under this chapter and owners of land on which any unit is parked shall inform the assessor of such units as are added to their community or lands within five (5) days after the arrival of such unit on forms furnished by the assessor in accordance with W.S.A. §66.0435(3)(c) and (e).
(Ord 4-93, §1, 1-6-93; Ord 79-08, §1, 4-22-08)

Sec. 11-4. Placement of manufactured or mobile homes outside licensed community prohibited; exceptions.

No person shall park, locate or place any unit outside of a licensed community in the City, except for unoccupied units parked on the lawfully situated premises of a licensed manufactured or mobile home dealer for purpose of sales and display, and units parked on the lawfully situated

premises of a vehicle service business for purposes of servicing or making necessary repairs and portable field offices for construction projects and structures which meet the design requirements of §23-51.

(Ord 120-95, §1, 11-15-95, Ord 79-08, §1, 4-22-08)

Sec. 11-5. Stopping or parking manufactured or mobile home on street.

No person shall stop, stand or park a manufactured or mobile home in any street, alley or highway within the City in violation of W.S.A. chapters 340 and 348 or ordinances or regulations of the City.

(Ord 79-08, §1, 4-22-08)

Sec. 11-6. Damaged or dilapidated manufactured or mobile homes.

Wrecked, damaged or dilapidated manufactured or mobile homes shall not be kept or stored in a community or upon any premises in the City. The building inspector shall determine if a unit is damaged or dilapidated to a point which makes it unfit for human occupancy. Such units are hereby declared to be a public nuisance. Whenever the inspector so determines, he shall notify the licensee or landowner and the owner of the unit in writing that such public nuisance exists within the community or on lands owned by him, giving the findings upon which his determination is based, and shall order such unit removed from the community or site or repaired to a safe, sanitary and wholesome condition of occupancy within a reasonable time.

(Ord 79-08, §1, 4-22-08)

Sec. 11-7. Compliance with building regulations.

All plumbing, building, electrical work, oil or gas distribution and alterations or repairs in a community shall be in accordance with applicable law and the ordinances and regulations of the State and the City and their authorized agents.

(Ord 79-08, §1, 4-22-08)

Sec. 11-8. Skirting; storage under manufactured or mobile homes.

All manufactured or mobile homes in communities shall be skirted within thirty (30) days of placement of the unit unless the unit is placed within one (1) foot vertically of the stand with soil or other material completely closing such space from view and entry by rodents and vermin. Areas enclosed by such skirting shall be maintained and kept free of rodents and fire hazards. All skirts shall be of fire-resistant material. Storage under a unit is prohibited.

(Ord 79-08, §1, 4-22-08)

Sec. 11-9. Construction or alteration of attachments and accessory structures.

Except as otherwise provided in this chapter, no person shall construct, add to or alter any structure, attachment or building in a community or on a manufactured or mobile home space without written permission from the City building inspector. Construction on or addition or alteration to the exterior of a unit shall be of the same type of construction and materials as the unit affected. This section shall not apply to the addition of awnings, antennas or skirting to units. Accessory structures on manufactured or mobile home spaces shall comply with all setback, side yard and rear yard requirements for manufactured or mobile home units.

(Ord 79-08, §1, 4-22-08)

Secs. 11-10 – 11-25. Reserved.

ARTICLE II. MANUFACTURED AND MOBILE HOME COMMUNITIES

DIVISION 1. GENERALLY

Sec. 11-26. Special use permit for construction or expansion.

(a) *Required.* No person shall construct or expand any manufactured and mobile home community without first securing a special use permit from the City.

(b) *Application; issuance.* Application for a manufactured and mobile home community special use permit shall be obtained pursuant to the provisions of the Zoning Code. No such permit shall be issued to applicants in arrears on financial obligations of any kind to the City. (Ord 79-08, §1, 4-22-08)

Sec. 11-27. Responsibilities of management.

(a) In every manufactured and mobile home community, there shall be located an office of the attendant or person in charge of the community. A copy of the community’s license and of this chapter shall be posted therein and the community’s register shall be kept in the office at all times.

(b) The attendant or person in charge and the community’s licensee shall operate the community in compliance with the chapter and regulations and ordinances of the city and state and their agents or officers, and shall have the following duties:

- (1) The management shall maintain a register of all of the community’s occupants, to be open at all times to inspection by state, federal and city officers, which shall show the names and addresses of all owners and occupants of each unit.
- (2) The management shall annually provide the Fire, Health and Police Departments with a list of persons who can be contacted in the event of fire, explosion, severe storm damage or other emergency.
- (3) The management shall notify the community’s occupants of the provisions of this chapter and inform them of their duties and responsibilities, and report promptly to the proper authorities any violations of this chapter or any violations of law which may come to their attention.
- (4) The management shall supervise the placement of each unit on its stand, which includes securing its stability and installing all utility connections.

APPLETON CODE

- (5) The management shall maintain community grounds, buildings and structures free of insect and rodent harborage and infestation and accumulations of debris which may provide rodent harborage or breeding places for flies, mosquitoes and other pests.
- (6) The management shall maintain the community free from growth of noxious weeds.
- (7) The management shall maintain the community free of litter, rubbish, and other flammable materials, provide portable fire extinguishers of a type approved by the Fire Chief in any community building used by the public, and cause every area within the community designated as a fire lane by the Fire Chief to be kept free and clear of obstructions.
- (8) No person shall store LP gas containers under a unit. All containers, full or empty, shall be secured in place, and all containers and LP gas service shall comply with all Wisconsin laws and regulations concerning Liquified Petroleum Gas, including Wisconsin Administrative Code SPS Chapter 340..
- (9) The management shall require every unit to be provided with solid waste containers as set forth in §15-28.
- (10) The management shall provide for the sanitary and safe removal and disposal of all refuse and garbage. Removal and disposal of garbage and refuse shall be in accordance with the laws of the state and the ordinances and regulations of the City, including regulations promulgated by the Health Officer and the Fire Chief.
- (11) The management shall collect the municipal permit fee for each occupied nonexempt unit within the community and remit such fees and deposits to the Director of Finance as required by §11-3.
- (12) The management shall allow inspections of community premises and facilities at reasonable times by municipal officials and their agents or employees.
- (13) In cases where the owner of the community is also the owner of a unit and leases the unit to occupant, the unit shall be made available for inspection at reasonable times by City agents, and the owner shall maintain the units in good repair and in a clean and sanitary condition.

(Ord 4-93, §1, 1-6-93; Ord 79-08, §1, 4-22-08)

Cross reference(s) – Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

Sec. 11-28. Responsibilities of occupants.

(a) Manufactured and mobile home community occupants shall comply with all applicable requirements of this chapter and regulations issued under this chapter and shall maintain their unit's space, its facilities and equipment in good repair and in clean and sanitary condition.

(b) Each owner or occupant of a nonexempt unit within a community shall remit to the licensee or authorized community management the municipal permit fee as required under State Statutes.

(c) Units shall be parked only on the stands provided and shall be placed thereon in accordance with all requirements of this chapter.

(d) No owner or occupant shall conduct in any unit or any community any business or engage in any other activity which would not be permitted by the use regulations of the City Zoning Code.

(e) No person shall erect or place upon any unit's space any permanent or temporary structure intended to be used for dwelling purposes or in connection with any unit, except as specifically authorized by this chapter.
(Ord 79-08, §1, 4-22-08)

Sec. 11-29 – 11-45. Reserved.

DIVISION 2. LICENSES*

Sec. 11-46. Manufactured and mobile home community license – required.

No person shall operate or maintain a manufactured and mobile home community within the city without a valid, unexpired community license issued by the City Clerk and approved by the Common Council.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

Sec. 11-47. Manufactured and mobile home community license – term.

Manufactured and mobile home community licenses shall be issued for a fiscal year and shall expire on June 30 next succeeding the date of issue. Licenses may be issued after July 1 of any year, but no rebate or diminution of the fee shall be allowed.

(Ord 79-08, §1, 4-22-08)

Sec. 11-48. Manufactured and mobile home community license – fee; bond.

(a) The license fee for a manufactured and mobile home community license is one hundred dollars (\$100).

(b) The applicant shall furnish a surety bond in the amount of five thousand dollars (\$5,000).

Sec. 11-49. Manufactured and mobile home community license – standards of issuance.

Manufactured and mobile home community licenses shall be granted subject to the following standards:

- (1) Compliance with state law and local ordinances, rules and regulations. Proof of valid Manufactured Home Community permit issued by the Wisconsin Department of Safety and Professional Services is required.
- (2) Compliance with City zoning ordinances and procurement of any permits affecting land use which may be required.
- (3) Compliance with the applicable ordinances of the city, as well as payment of all outstanding obligations due the City as certified by reports from the Inspections Division, Police, Community Development Department, Health, Finance and Fire Departments.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Licenses, permits and business regulations, Ch. 9.

DIVISION 3. DESIGN STANDARDS

Sec. 11-50. Manufactured and mobile home community license – appeal of denial.

If an application for a license under this division is recommended for denial, the City Clerk shall forthwith notify the applicant by certified mail, return receipt requested of the denial and the reason therefore. The notice shall indicate the date and time of the review of the denial by the Safety and Licensing Committee and the right of the applicant to appear before the Committee. The Safety and Licensing Committee shall hear any person for or against granting the license and shall report its recommendation to the Common Council, which shall grant or deny the license.

Sec. 11-51. Manufactured and mobile home community license – revocation or suspension.

Licenses granted under this division shall be subject to revocation or suspension by the Common Council for cause in accordance with W.S.A. §66.0435(2)(d). Cause, as used in this section, shall include, but not be limited to:

- (1) Failure or neglect to abide by the requirements of this chapter or the laws or regulations of the state relating to communities and their operation.
- (2) Conviction of any offense under the laws of the state or ordinances of the city relating to fraudulent or misleading advertising or deceptive practices regarding the sale or renting of manufactured or mobile home spaces or sale, lease or operation of community facilities.
- (3) Operation or maintenance of the community in a manner detrimental to the health, safety or welfare of occupants or the inhabitants of the city, including, but not limited to, repeated violations of laws or ordinances related to health, sanitation, refuse disposal, fire hazards, morals or nuisances.

(Ord 79-08, §1, 4-22-08)

Secs. 11-52 – 11-70. Reserved.

Sec. 11-71. Applicability of division.

All new manufactured and mobile home communities or additions, or extensions to communities existing on the effective date of the ordinance adopting this code of ordinances, shall comply with the provisions of this division.

(Ord 79-08, §1, 4-22-08)

Sec. 11-72. Adoption of state law.

Wisconsin Administrative Code, chapters SPS 382 and SPS 326, are hereby made a part of this chapter and incorporated as part of this section by reference as if fully set forth in this section, except that such regulations shall not be deemed to modify any requirement of this chapter or any other applicable law or ordinance of the state or the city which is more restrictive.

(Ord 27-03, §1, 1-21-03; Ord 79-08, §1, 4-22-08; Ord 25-12, §1, 3-7-12)

Sec. 11-73. Site and lots; spacing of units.

The community shall conform to the following standards:

- (1) The community shall be located on a site having a minimum of twenty (20) acres of land.
- (2) Each space shall have an area of not less than four thousand five hundred (4,500) square feet and a width of not less than forty-five (45) feet.
- (3) All manufactured or mobile homes shall be located on a site so that there shall be at least twenty (20) feet of clearance between basic units, at least twelve (12) feet of clearance between units and rear lot lines, and at least ten (10) feet of clearance to side lot lines.
- (4) No manufactured or mobile home unit or accessory structure shall be located closer than twenty-five (25) feet to any common community area, community maintenance building or administrative building within the community, or to any property line of the community.
- (5) Attached accessory structures shall be no closer than six (6) feet to side and rear property lines.

(Ord 79-08, §1, 4-22-08)

Sec. 11-74. Use of city water and sewer service required.

No manufactured and mobile home community shall be

laid out, constructed or operated without city water supply and sanitary sewer service available to the site. All water or sanitary sewer facilities in any unit not connected with public water and sewer systems by approved pipe connections shall be sealed and their use declared unlawful. (Ord 79-08, §1, 4-22-08)

Cross reference(s) – Utilities, ch. 20.

Sec. 11-75. Specifications for water utility.

(a) All water main and water services materials, as well as installation, shall meet existing specifications on file with the utility for single-family residential areas.

(b) Depth of mains and services shall be a minimum of six (6) feet, with each unit supplied with an independent curb box and meter. In lieu of independent meters, a master meter may be installed.

Cross reference(s) – Water utility, §20.31 et seq.

Sec. 11-76. Fire hydrants.

Fire hydrants shall be installed within two hundred fifty (250) feet of every manufactured or mobile home stand and community building. Where these standards do not apply due to the fact that the community was in existence prior to the effective date of the ordinance adopting this Municipal Code or the date it was annexed to the City, the Fire Chief may order the licensee to install fire hydrants within two hundred fifty (250) feet of every manufactured or mobile home stand and community building and provide that the order be complied with within two (2) years, where in his discretion and opinion fire protection cannot otherwise be adequately provided.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Fire prevention and protection, ch. 6; water utility, §20.31 et seq.

Sec. 11-77. Specifications for sewer system.

All liquid wastes originating at units or service or other buildings shall be discharged into a sewer system. Such system shall comply with all provisions of the state code and city ordinances relating to plumbing and sanitation. Each individual space shall be provided with a three- (3-) inch watertight sewer connection protected from damage by heating and thawing or parking of the unit, with a continuous grade, which is not subject to surface drainage, so constructed that it can be closed when not in use and sealcapped in such a manner that it can be kept odor-free.

Cross reference(s) – Sewers and wastewater disposal, §4-341, §20-66, et seq.

Sec. 11-78. Electrical distribution system.

Electrical distribution systems shall be new and all parts and installations shall comply with all applicable state and local codes as adopted by §4-341.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Electrical code, §4-311, et seq.

Sec. 11-79. Off-street parking spaces.

A minimum of two (2) off-street parking spaces surfaced with bituminous concrete or Portland cement concrete capable of carrying a gross vehicle weight of three thousand (3,000) pounds shall be provided for each manufactured and mobile home space for new areas.

(Ord 79-08, §1, 4-22-08)

Sec. 11-80. Pad; tie-downs.

Each manufactured and mobile home stand shall be provided with an asphalt or concrete pad, concrete footings, or the equivalent, complete with approved tie-downs, which shall be connected when the manufactured or mobile home is placed upon the lot and shall remain connected until the manufactured or mobile home unit is removed from the lot, as determined by the Inspections Supervisor, to provide for solid footing of the unit.

(Ord 79-08, §1, 4-22-08)

Sec. 11-81. Topography of site; exposure to adverse conditions.

The condition of the soil, groundwater level, drainage and topography of the site shall not create hazards to the property, health or safety of occupants of manufactured or mobile home spaces or living unit. The site shall not be exposed to objectionable smoke, noise, odors or other adverse influences, and no portion subject to unpredictable or sudden flooding, subsidence or erosion shall be used for any purpose which would expose persons or property within or outside of the community to hazards.

(Ord 79-08, §1, 4-22-08)

Sec. 11-82. Erosion and dust control.

Exposed ground surfaces in all parts of every manufactured and mobile home community shall be maintained in such a way as to prevent soil erosion and eliminate objectionable dust.

(Ord 79-08, §1, 4-22-08)

Sec. 11-83. Drainage of surface water.

The ground surface in all parts of every manufactured and mobile home community shall be graded and equipped to drain all surface water in a safe, sanitary and efficient manner.

(Ord 79-08, §1, 4-22-08)

Sec. 11-84. Lighting.

All communities shall be furnished with lighting so spaced and equipped with luminaries placed at such heights as will provide the following average maintained levels of illumination for the safe movement of pedestrians and vehicles at night:

- (1) All parts of community street systems shall be illuminated at an average level of six-tenths (0.6) foot-candle, with a minimum of one-tenth (0.1) foot-candle.
- (2) Potentially hazardous locations such as major community street intersections and steps or stepped ramps shall be individually illuminated with a minimum of three-tenths (0.3) foot-candle.

(Ord 79-08, §1, 4-22-08)

Sec. 11-85. Streets generally.

All unit spaces shall abut upon a community street. Widths of streets shall be in accordance with Wisconsin Administrative Code, SPS 326. All community streets shall be constructed in a manner that is consistent with standards established by the Department of Public Works. (Ord 28-03, §1, 1-21-03; Ord 79-08, §1, 4-22-08; Ord 25-12, §1, 3-7-12)

Cross reference(s) – Streets, §16-36 et seq.

Sec. 11-86. Marking of streets and parking areas.

Streets shall be clearly marked by signing at appropriate corners or intersections. Signs should be of standard size and be reflectorized. All fire lanes and restricted parking, standing or stopping areas should be clearly marked with pavement markings and signed according to city ordinance or state law.

Sec. 11-87. Numbering of units.

Each unit shall have a separate or distinct number for ease of identification. Numbers shall meet the size and placement requirements set forth in §4-3.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Building marking system, §4-3.

Sec. 11-88. Pedestrian walkways.

All communities shall be provided with pedestrian walks not less than three (3) feet in width between individual manufactured and mobile homes, community streets and facilities.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Sidewalks, §16-56 et seq.

Sec. 11-89. Buffer strip.

In addition to standard lot setbacks, all manufactured and mobile home communities shall have a greenbelt or buffer strip not less than fifteen (15) feet wide along all boundaries. Unless adequately screened by existing vegetative cover, all manufactured and mobile home communities shall be provided within such greenbelt or buffer strip with a screening of natural growth. Permanent plantings shall be grown and maintained at a height of not less than six (6) feet. Screening or planting requirements may be waived or modified by the Common Council if it finds that the exterior, architectural appeal, concerns for public safety or functional plan of the community, when completed, will be materially enhanced by modification or elimination of such screen planting requirements.

(Ord 79-08, §1, 4-22-08)

Sec. 11-90. Recreation area.

All manufactured and mobile home communities shall contain one (1) or more recreation areas easily accessible to all community residents. Such areas shall be a minimum of one-half (½) acre for each fifty (50) spaces. Recreation areas shall be so located as to be free of traffic hazards.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Parks and recreation, ch 13.

Sec. 11-91. Signs.

No signs more than two (2) square feet in area shall be erected in manufactured and mobile home communities except traffic signs, street signs and markings, signs pertaining to the lease, hire or sale of individual units, and one (1) community identification sign not more than forty-eight (48) square feet in area at each community entrance.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Signs, §23-500.

Sec. 11-92. Entrances.

Entrances to manufactured and mobile home communities shall be designed to minimize congestion and traffic hazards and allow free movement of traffic on adjacent streets.

(Ord 79-08, §1, 4-22-08)

Cross reference(s) – Traffic and vehicles, ch. 19

Sec. 11-93. Accessory storage buildings.

Accessory storage buildings shall be placed at least three (3) feet from the rear line of each lot and not closer than three (3) feet to any unit. Persons or parties not in compliance shall be issued a sixty- (60-) day notice to properly place the accessory storage buildings or structures by the Inspections Division.

(Ord 176-93, §1, 10-19-93; Ord 125-96, §1, 12-18-96; Ord 79-08, §1, 4-22-08)

(The next page is 813.)



Appleton Health Department Policies



Public Health
Prevent. Promote. Protect.

Title: Creation and Maintenance of Policies				
Policy #: AHD001				
Creation Date: 07.26.2023		Last Approved Date:		Reviewed Annually
Description: This policy describes the system for creating, reviewing, and revising policies.				
<u>PHAB Domain/Standard/Measure (LINK):</u> 10.2.1 A: Manage operational policies including those related to equity.				
Statutory Authority/Evidence Base/Links:				
Author(s)/Reviewer(s): Charles Sepers, Sonja Jensen, Cassidy Walsh, Eric Maggio, Steve Kihl, Megan Ehlert				
Policy Approval Tracking				
Created/Reviewed/Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Created 07.26.2023	09.06.2023			

Purpose

This policy describes the system for creating and reviewing policies.

Policy

Creating Policies

1. Policies created will follow Policy AHD001: Creation and Maintenance of Policies, located within the [Policies](#) folder.
2. Staff developing policy will record the new policy information into the Policy and Procedure Index located within the [Policies](#) folder. This step assigns the policy number.



Appleton Health Department Policies



Public Health
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3. Policy numbering has two parts: Division Identifier and three-digit number. Each policy name begins with the division identifier followed by the three-digit number assigned by the Policy and Procedure Index in sequential order. (Examples: WM014, EH018, EM011, N009, AHD001)

Divisions:

AHD All Health Department

CH Community Health

EH Environmental Health

EM Emergency Management

N Nursing

WM Weights and Measures

4. Policies created will use the Policy Template, located within the [Policies](#) folder.
5. Policy documents will follow a standard naming convention: PolicyNumber_Policy Name_LastApprovedDate
(Example: AHD001_Creation and Maintenance of Policies_07.26.2023)
6. The document file path should be listed in the footer of the documents.
7. Typed signatures may be used on policy cover sheets.
8. The level of policy approval is based on the requirements for the policy. At a minimum, policies should be reviewed and approved by the Division Supervisor responsible. Some policies such as Nursing policies may need the approval of the Department Medical Advisor.
9. Once a policy has been approved, it will be filed in the appropriate Division folder located within the [Policies](#) folder. If policy has several addendums or attachments, a folder should be created using the standard naming convention and all documents stored within.
10. The frequency that policies are to be reviewed is determined by the governing authority for each policy.

Review, Revision, and Sharing of Policies

1. The policy review committee will meet at least quarterly to review and revise policies.
2. Each Division Supervisor is responsible for ensuring that the policies for their areas are reviewed and/or revised within the frequency cycle. The Division Supervisor or designee will update the review/revision due dates in the Policy and Procedure Index located within the [Policies](#) folder.



Appleton Health Department Policies



Public Health
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3. Staff should not revise policies directly in the official department policies folder. A working copy should be created by staff updating the policy.

(Example: AHD001_Creation and Maintenance of Policies_DRAFT)

4. The updated version of the policy will be saved in the appropriate Division folder. Be sure to update cover sheet and the file path in the footer. Policy documents will follow a standard naming convention: PolicyNumber_Policy Name_LastApprovedDate

(Example: AHD001_Creation and Maintenance of Policies_08.12.2023)

5. Typed signatures may be used on policy cover sheets.
6. The staff updating the policy will also update Policy and Procedure Index located within the [Policies](#) folder.
7. Once policy update is completed and approved, the preceding official department policy version will be moved to the archive folder located within the [Policies](#) folder.
8. All revised and approved policies will be distributed electronically to Health Department staff.
9. A copy of all policies shall be maintained in accordance with the City of Appleton document [Retention Policy](#).
10. Any Health Department policy contradictory with a City of Appleton policy will be revised to be consistent with City of Appleton Policy.

Definitions

A Policy is a general written document that establishes a standard by which the institution manages its affairs. This written statement mandates, specifies, or prohibits conduct that enhances the institution's mission, ensures coordinated compliance with applicable laws and regulations, promotes operational efficiency, and/or reduces institutional risk.

A Procedure is a description of the operational processes necessary to implement policy. Procedures include information on the offices and positions responsible for policy implementation, instructions regarding how to affect the policy and how to access information.

A Guideline is a general, non-mandatory recommendation that provides readers with helpful information about how to achieve a particular aim; these might include recommendations, administrative instructions, best practices guidance, or frameworks in which to operate.

Attachments



Appleton Health Department Policies



Public Health
Prevent. Promote. Protect.

Attachment 1: Policy Template



Appleton Health Department Policies



Public Health
Prevent. Promote. Protect.

Title:				
Policy #:				
Creation Date:		Last Approved Date:		Reviewed Annually
Description:				
<u>PHAB Domain/ Standard/ Measure (LINK):</u>				
Statutory Authority/ Evidence Base/ Links:				
Author(s)/ Reviewer(s):				
Policy Approval Tracking				
Created/ Reviewed/ Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Created				

Purpose

Policy

Definitions

Attachments

RE: Conditional Noise Variance

Zachary Whitney <Zachary.Whitney@Boldt.com>

Thu 8/17/2023 7:32 AM

To: Charles E. Sepers <Charles.Sepers@appleton.org>

Cc: Megan A. Ehlert <Megan.Ehlert@appleton.org>; Wade Knorr <Wade.Knorr@boldt.com>; Bradley Winkel <Bradley.Winkel@boldt.com>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Chuck-

We will be starting the Madison Middle School project next week with mobilizing to the site and preparing for the work.

- Project schedule September 2023 through May 2024.
 - We are only looking at being able to adjust the start times for the school year to cut down on the amount of people and activities happening at the end of the day with school dismissal at 3:20pm. **Our usual work hours are 7:00- 3:30 but are looking to shift our hours to 6:30 -3:00**
 - We have 2 additions being build, one adjacent to Calumet St and the other on the SE corner of the building near the road around the school.
 - Work will start on the addition near Calumet St first with work starting on the other addition mid-September.
 - Tasks being completed will be excavation for concrete footings at the beginning of the project
 - Most noise will come from equipment alarms while backing up (Concrete Trucks, Forklift) – I'm not sure that we would schedule a concrete pour at 6:30 due to the traffic at drop off times from 7:30-8:00 each morning.
 - There may be times where loads of stone would be delivered and dumped for backfilling purposes- We would try and limit these to the 7:00 time frame the best we can.
 - Once foundations are completed, we will begin work on the masonry walls which shouldn't have much of a noise impact.
 - We would limit any block cutting to 7:00 or after to help with any noise
 - Most of the noise would be back up alarms from a forklift or two.
 - Once the structure is up everything will be inside for the winter months with little to no noise impact to the surrounding neighborhoods.
 - In the spring time when weather allows there would also be a start up of exterior activities that may have some noise impacts. We will do our best to limit noise to the 7:00 time frame.

Let me know if this all makes sense or if I need to add more clarifications.

Zach Whitney

Project Manager

BOLDT.
BUILD BOLDLY

920.450.1590 | Cell

Zachary.Whitney@Boldt.com

2525 N. Roemer Road

P.O. Box 419
Appleton, WI 54912-0419



Boldt is an equal opportunity employer

From: Charles E. Sepers <Charles.Sepers@appleton.org>
Sent: Wednesday, August 16, 2023 10:52 AM
To: Zachary Whitney <Zachary.Whitney@Boldt.com>
Cc: Megan A. Ehlert <Megan.Ehlert@appleton.org>
Subject: Conditional Noise Variance

You don't often get email from charles.sepers@appleton.org. [Learn why this is important](#)

Zach,

As discussed, if you can send me those dates for the complete project, we can get this on the Board of Health agenda on September 13th. Additionally, if you could attend the September 13 meeting to answer any questions for the Board, that would be greatly appreciated. This item will go up as an action item to be voted on by the entire Board of Health.

If you would also prepare a brief memo describing the project for context, and specifically, the activity occurring during the 6:30 to 7:00am time period that would require a variance, we will include it as a formal Conditional Variance request in the Board packet.

Thanks again for reaching out.

Best,
Chuck

Charles E Sepers, Jr, PhD, MPH
Health Officer | Director
Appleton Health Department
100 N Appleton Street
Appleton, WI 54911
Direct: 920- 832-6433
Main: 920- 832-6429



Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



IN THE CITY OF APPLETON,
OUTAGAMIE COUNTY,
STATE OF WISCONSIN

CITY OF APPLETON
A Wisconsin Municipal Corporation

Petitioner,

v.

Caleb Voigt
As owner of, **MILLIE (PITBULL, FEMALE, TAN COLOR, L+, V+, 2023 REGISTERED DANGEROUS ANIMAL**

Respondent.

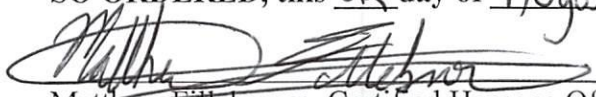
ORDER DECLARING, MILLIE (PITBULL, FEMALE, TAN COLOR, L+, V+, 2023 REGISTERED DANGEROUS ANIMAL AS A PROHIBITED DANGEROUS ANIMALS

As the owner and/or caretaker of the above-named animals, you are hereby notified that the City of Appleton has declared that the above-named animals is a prohibited dangerous animal pursuant to the City of Appleton's Municipal Code 3-134.

Because these animals have been declared as Prohibited Dangerous Animals, you are further notified that you must immediately comply with the requirements of City of Appleton Municipal Code Section 3-134(a). You may arrange for the animal to be held outside of the City, or the animal will be confined, pursuant to 3-134(b)(3).

This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animal.

SO ORDERED, this 22 day of August, 2023 at 12:00 am/pm.


Matthew Fillebrown, Certified Humane Officer
Appleton Police Dept. City of Appleton, WI

I, Caleb Voigt (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: 

Date: 8/22/20



APPEAL RIGHTS ARE TIME-SENSITIVE:

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The health officer Chuck Stertz with the City of Appleton Health Department can be reached at:

Health Director - Dr. Charles Sepers

100 North Appleton Street

Appleton, WI 54911

Phone: **920-832-6433**

Fax: 920-832-5853

Email: Charles.Sepers@appleton.org

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.

Sincerely,

Matt Fillebrown

Lead CSO #9563 / Humane Officer

Appleton Police Department

Enclosures:

Order

City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: Captain Lewis, Appleton Police Department, ACA Zak Buruin, Appleton City Attorney's Office, and Health Officer Charles Sepers, Health Department



Caleb Voigt – owner of Millie

RE: DECLARATION AND ORDER OF PROHIBITED DANGEROUS ANIMAL

Please let this letter and the attached order serve as your notice that the City of Appleton’s Humane Officer has formally declared your animals, **MILLIE (PITBULL, FEMALE, TAN COLOR, L+, V+, 2023 REGISTERED DANGEROUS ANIMAL** as a **Prohibited Dangerous Animals**, pursuant to the City of Appleton Municipal Code, Section 3-134.

I have declared your animals, **MILLIE (PITBULL, FEMALE, TAN COLOR, L+, V+, 2023 REGISTERED DANGEROUS ANIMAL**, as a prohibited dangerous animal after conducting my investigation, which is summarized below:

- On 09/22/23 Millie was off of her property not under the control of an owner and not wearing a muzzle or leash. This led to Millie attacking another domesticated animal causing injury to it. This is a violation of Dangerous Animal Ordinances AC 3-132 “LEASH AND MUZZLE” (REF. #A23042188).

Due to **Millie** being off of her property not wearing Leash or Muzzle as a Dangerous Animal, (REF. #A23042188), I am declaring the animals known as **MILLIE (PITBULL, FEMALE, TAN COLOR, L+, V+, 2023 REGISTERED DANGEROUS ANIMAL** as Prohibited Dangerous Animals that should be prohibited within the City of Appleton.

IMMEDIATE ACTION IS REQUIRED:

Because **MILLIE (PITBULL, FEMALE, TAN COLOR, L+, V+, 2023 REGISTERED DANGEROUS ANIMAL** has been declared as Prohibited Dangerous Animals, you must not bring the animals into or keep the animals within the City of Appleton. You must immediately comply with this order, pursuant to City of Appleton Municipal Ordinance 3-134. You may arrange for the animals to be held outside of the City of Appleton, or the animals will be confined subject to Wis. Stat. 173.21. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animals. The location of the Prohibited Dangerous Animal needs to be communicated to the Appleton Police Department per AC 3-132 (I) NOTIFICATION.

FW: Prohibited Dangerous Animal of MILLIE - OWNER CALEB VOIGT

Charles E. Sepers <Charles.Sepers@appleton.org>

Wed 9/6/2023 4:12 PM

To: Megan A. Ehlert <Megan.Ehlert@appleton.org>

📎 1 attachments (842 KB)

MILLIE PROHIBITED DANGEROUS ANIMAL.pdf;

Charles E Sepers, Jr, PhD, MPH
Health Officer | Director
Appleton Health Department
100 N Appleton Street
Appleton, WI 54911
Direct: 920- 832-6433
Main: 920- 832-6429



From: Matthew M. Fillebrown <Matthew.Fillebrown@Appleton.org>

Sent: Wednesday, August 23, 2023 10:08 AM

To: Charles E. Sepers <Charles.Sepers@appleton.org>; Gary Lewis <Gary.Lewis@Appleton.org>

Cc: Zak N. Buruin <Zak.Buruin@appleton.org>; Darrin M. Glad <Darrin.Glad@Appleton.org>

Subject: Prohibited Dangerous Animal of MILLIE - OWNER CALEB VOIGT

On 8/22/23 I declared Millie a Prohibited Dangerous Animal for the City of Appleton. Millie was already declared as a Dangerous Animal earlier this year. Millie was licensed, registered, vaccinated, and had the insurance policy. HOWEVER, Millie got free from her house and then attacked another dog. Since Millie was off of her property with out leash or muzzle, this put her in violation of our Dangerous Animal Ordinances and I moved to Prohibited...with almost \$800 of tickets. The owner of Millie, Caleb, and I meet yesterday. I do believe Millie will be put down today. I will keep you posted.



**MATTHEW
FILLEBROWN**

LCSSO/Humane Officer

MAIN: 920-832-5500
OFFICE: 920-832-6414
FAX: 920-832-5553
EMAIL: Matthew.Fillebrown@appleton.org
WEB: www.appleton.org/residents/police
ADDRESS: 222 S Walnut St
Appleton WI 54911



"Because that's what heros do." - Thor

FW: Prohibited Dangerous Animal Millie

Charles E. Sepers <Charles.Sepers@appleton.org>

Wed 9/6/2023 4:11 PM

To: Megan A. Ehlert <Megan.Ehlert@appleton.org>

Charles E Sepers, Jr, PhD, MPH
Health Officer | Director
Appleton Health Department
100 N Appleton Street
Appleton, WI 54911
Direct: 920- 832-6433
Main: 920- 832-6429



From: Matthew M. Fillebrown <Matthew.Fillebrown@Appleton.org>

Sent: Tuesday, August 29, 2023 6:10 AM

To: Charles E. Sepers <Charles.Sepers@appleton.org>; Zak N. Buruin <Zak.Buruin@appleton.org>; Andrea Krabbe <Andrea.Krabbe@Appleton.org>; Gary Lewis <Gary.Lewis@Appleton.org>

Subject: Prohibited Dangerous Animal Millie

Millie was Euthanized last week. She will not longer be a threat to people or domesticated animals in the City of Appleton.



**MATTHEW
FILLEBROWN**

LCSSO/Humane Officer

MAIN: 920-832-5500
OFFICE: 920-832-6414
FAX: 920-832-5553
EMAIL: Matthew.Fillebrown@appleton.org
WEB: www.appleton.org/residents/police
ADDRESS: 222 S Walnut St
Appleton WI 54911



"Because that's what heros do." - Thor

02/15/2023

CALEB VOIGHT

RE: DECLARATION AND ORDER OF DANGEROUS ANIMAL

Dear *CALEB VOIGHT*

Please let this letter and the attached order serve as your notice, that the City of Appleton's Humane Officer has formally declared your animal: MILLIE, FEMALE, PITTBULL MIX, TAN/WHITE, L-,R+.N+, as a **DANGEROUS ANIMAL**, pursuant to the City of Appleton Municipal Code, Section 3-131.

I have declared your ANIMAL as dangerous after conducting my investigation, which is summarized below:

Incident # A23007158: On 02/12/2023 MILLIE was involved in unprovoked attack vs another human. This animal attack was determined to be an unprovoked animal attack that caused significant facial injuries that required immediate hospital medical aid. The wounds suffered by the victim needed a total of 20 stitches to close the wounds up. This attack was against a family member that was familiar with MILLIE.

Due to Millie causing significant injury towards another human without provocation, MILLIE, FEMALE, PITTBULL MIX, TAN/WHITE, L-,R+.N+, is being declared as a dangerous animal for the City of Appleton.

IMMEDIATE ACTION IS REQUIRED:

Because your ANIMAL has been declared dangerous, you must comply with leashing, muzzling, and confinement requirements **IMMEDIATELY**, as set forth in City of Appleton Municipal Code Section 3-132. You must, **within thirty (30) days**, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animal.

APPEAL RIGHTS ARE TIME-SENSITIVE:

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The Health Deputy Director, Charles Sepers, with the City of Appleton Health Department can be reached at:

Health Director - Dr. Charles Sepers

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6433

Fax: 920-832-5853

Email: Charles.Sepers@appleton.org

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.
Sincerely,

Matt Fillebrown

Lead CSO #9563 / Humane Officer

Appleton Police Department

Enclosures:

Order

City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: CPT. Lewis - Appleton Police Department, CA Darrin Glad - Appleton City Attorney's Office, and Charles Sepers - Health Department

**IN THE CITY OF APPLETON,
OUTAGAMIE COUNTY,
STATE OF WISCONSIN**

CITY OF APPLETON
A Wisconsin Municipal Corporation

Petitioner,

v.

CALEB VOIGHT as owner of: MILLIE, FEMALE, TERRIER MIX, TAN/WHITE, L-,R+.N+

Respondent.

ORDER DECLARING ANIMAL DANGEROUS

As the owner and/or caretaker of *the above-named ANIMAL*, you are hereby notified that the City of Appleton has declared that *the above-named ANIMAL* AS dangerous pursuant to the City of Appleton's Municipal Code 3-131.

Because the animal has been declared dangerous, you are further notified that you must immediately comply with leashing, muzzling, and confinement requirements of City of Appleton Municipal Code Section 3-132. You must, within thirty (30) days, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration.

This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animals.

SO ORDERED on February 12th 3:30pm 2023

Matthew Fillebrown, Certified Humane Officer
Appleton Police Dept. City of Appleton, WI

I, _____ (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: _____

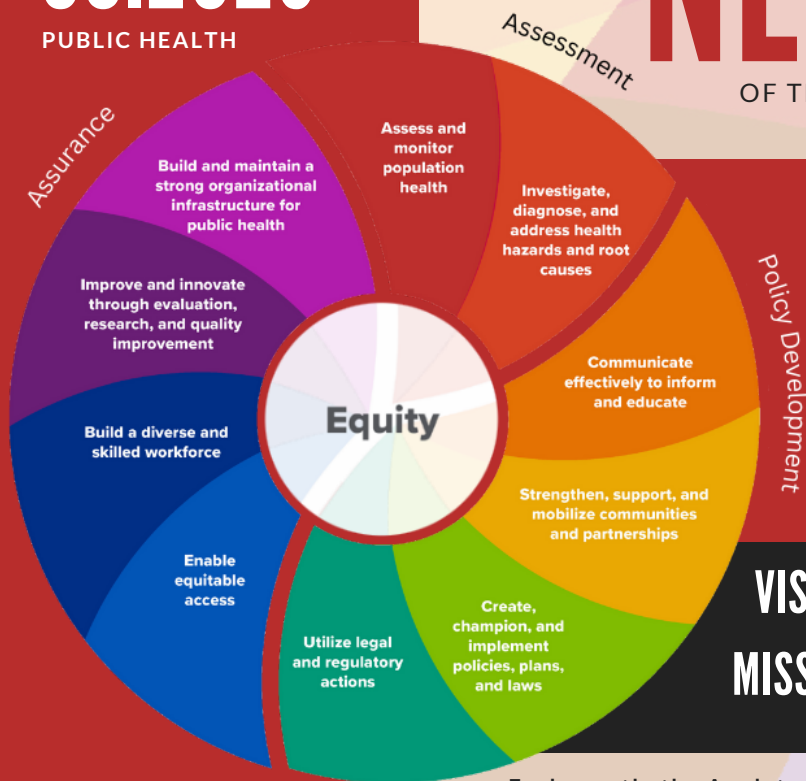
Date: _____

08.2023

PUBLIC HEALTH

NEWSLETTER

OF THE APPLETON PUBLIC HEALTH DEPARTMENT



IN THIS ISSUE:

Assess and monitor population health

Community Partner:
AARP & Age Friendly Appleton

Meet Nat

VISION: Health for all, together.

MISSION: Facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

10 ESSENTIAL PUBLIC HEALTH SERVICES

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.

Each month, the Appleton Health Department Newsletter will feature stories about how we are achieving each of the 10 Essential Public Health Services. This month, we will focus on Essential Public Health Service #1: Assess and monitor population health status, factors that influence health, and community needs and assets.

WHAT WE ARE DOING

The Appleton Health Department assesses and monitors population health status, factors that influence health, and community needs and assets through a process called a Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). The two interconnected processes are used to assess community health needs and develop strategies to improve the health and well-being of a specific population or community.

The Health Department's Community Health Assessment (CHA) is a systematic examination of the health status, health behaviors, health resources, and social determinants of health within Appleton. This process involves gathering data from a variety of sources, such as health surveys, vital statistics, community focus groups, and existing health reports. The CHA assessment helps identify health issues and disparities affecting the community, as well as strengths and assets that can be built upon. The ultimate goal is to understand the health needs and priorities of the Appleton residents to guide the development of targeted interventions and programs.

Once the Community Health Assessment is completed and key health issues are identified, a Community Health Improvement Plan (CHIP) is developed. We will focus on the Appleton Health Department's CHIP in an upcoming issue of our newsletter.

Recent CHA activities conducted by the Appleton Health Department include the Homelessness Summit, Point-in-Time Count, and Age-Friendly Survey. By engaging the community in these processes, public health officials can ensure that their efforts are tailored to the unique needs of the population they serve and foster sustainable, long-term health improvements.

COMMUNITY PARTNERS



AARP & AGE FRIENDLY APPLETON

AARP (formerly known as the American Association of Retired Persons) is a nonprofit organization that focuses on empowering and advocating for older adults. In 2022, AARP designated Appleton as an "Age Friendly Community" because we have made a commitment to creating an inclusive and supportive environment for residents of all ages, particularly older adults. Following this designation the Age-Friendly Appleton Initiative began.

The Age Friendly Appleton Initiative aims to create a community that is supportive and inclusive of older adults by identifying their needs and preferences and integrating them into the city's planning and policies. AARP in partnership with the Appleton Health Department developed the Age Friendly Appleton Survey to learn more about and prioritize the needs and preferences of older adults in their planning and decision-making processes, with the goal of promoting healthy aging and improving the quality of life for all residents.

The survey opened in early June and is anticipated to close in late August. Survey topics include accessible housing, transportation, health care, social engagement, and other factors that contribute to aging well. Promotion and distribution of the survey has been both online and in community gathering spaces and events. By prioritizing the needs of older adults, age-friendly communities are not only helping their older residents to thrive, but also building a stronger and more vibrant community for everyone.



The Age Friendly Appleton Survey is available online in English, and available in printed/pdf format in English, Hmong, and Spanish.



RESOURCES

[CDC-10 Essential Public Health Services -Full](#)

[Age Friendly Appleton Survey](#)

[AARP](#)

MEET NAT



Natalie Anderson (she/her), focused her NEW AHEC summer internship with the Appleton Health Department on the promotion and distribution of the Appleton Age Friendly Survey. She met with community partners to share resources and strategies, improve community engagement, and to expand access of the Age Friendly Survey to more Appleton residents.

Natalie is a pre-med student at Lawrence University heading into her Junior year. She is studying Chemistry and Biochemistry while minoring in French and competing with the cross-country and track team. Natalie enjoys seeing the impact that research in Chemistry and Biochemistry has in real world applications.

Natalie's interest in health extends beyond the lecture hall and lab. She completed an Environmentalism internship last summer and when she is not studying or working you may find her camping, hiking, backpacking, gardening, and long-distance running.

BOARD OF HEALTH

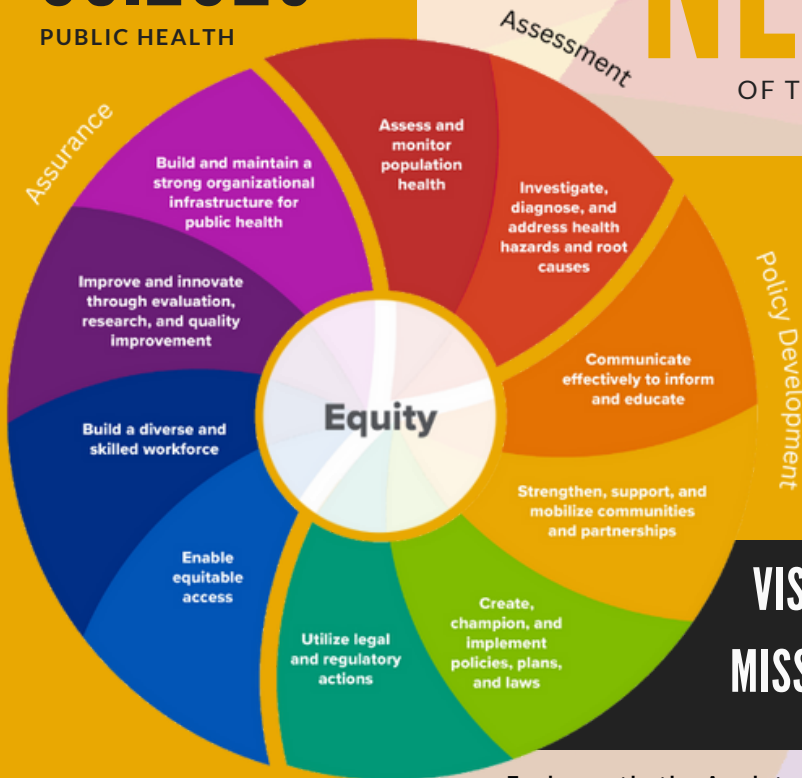
CALENDAR

09.2023

PUBLIC HEALTH

NEWSLETTER

OF THE APPLETON PUBLIC HEALTH DEPARTMENT



IN THIS ISSUE:

Strengthen, support, and mobilize communities and partnerships

Community Partner:
Appleton Residents

Meet Cassidy

VISION: Health for all, together.

MISSION: Facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

10 ESSENTIAL PUBLIC HEALTH SERVICES

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.

Each month, the Appleton Health Department Newsletter will feature stories about how we are achieving each of the 10 Essential Public Health Services. This month, we will focus on Essential Public Health Service #4: Strengthen, support, and mobilize communities and partnerships to improve health.

WHAT WE ARE DOING

Every year in the United States the month of September is National Preparedness Month. National Preparedness Month is the time to raise awareness about the importance of emergency preparedness and to encourage our community to take simple steps to be better prepared for any emergency and disaster that might affect the City of Appleton.

National Preparedness Month is sponsored by the Federal Emergency Management Agency (FEMA) within the U.S. Department of Homeland Security. During this month, the Appleton Health Department, with guidance from FEMA, provides information, resources, and guidance on how to create emergency communication plans, receive alerts for potential hazards, and assemble emergency kits. Utilizing the department's social media platforms, resources are shared with the whole community.

Each year a theme is chosen for National Preparedness Month focusing; the theme for 2023 is Preparing Older Adults for Disasters. Preparedness includes family communication plans, community involvement, disaster supply kits, and more. The goal is to encourage our communities and residents to take simple steps to improve their readiness for disasters such as natural disasters, power outages, or medical crises.

Preparedness through education is less costly than learning through tragedy.
- Max Mayfield, meteorologist (and Stranger Things)

COMMUNITY PARTNERS



MEET CASSIDY



Cassidy Walsh (she/her) has served in the role of Emergency Management Coordinator for the City of Appleton since August 2019. Cassidy coordinates and supports the City of Appleton and partnering organizations in planning, preparing, and training for potential natural and human-made disasters.

"You can't manage an emergency... but I manage how we [Appleton] respond. I'd rather disasters didn't happen but I love training and exercises and finding ways to get better [at responding in and recovering from emergencies]. There is never an end to improving."

The emergency training exercises coordinated by Cassidy often include participants with less emergency experience who may respond during a disaster. Training exercises are designed to address a variety of events and Cassidy uses exercise outcomes to make recommendations for effective preparedness. "I always knew I wanted to do something that helped other people. I don't like to see hard times hit on people and if there's something I can do to help someone, that's what I want to do."

Cassidy enjoys spending time with her family, camping, fishing, hiking, volleyball, darts, reading, and painting.

CONNECTIONS CREATE COMMUNITY RESILIENCE

During an emergency, businesses, non-profits, and residents become important and effective community partners. National Preparedness Month serves as a reminder that being prepared is a shared responsibility within our community and that every step taken greatly improves our ability to respond effectively to emergencies and protect lives. Small steps any resident can take to become more prepared and effective in disasters include creating a communication plan with your family, building an emergency kit, getting involved as a volunteer in your community, or simply making sure you have a way to receive emergency alerts. Encouraging and educating residents to take preparedness steps creates a more resilient community.

Health departments facilitate partnerships between public and private stakeholders. These partnerships ensure a variety of experts and resources that can be mobilized during emergencies. Collaboration efforts with local organizations, community leaders, and stakeholders also help build resilience within communities. Building that resilience includes identifying vulnerabilities and assist in the development of plans that address specific needs and challenges. By fostering a culture of continued partnership development and resilience, the Appleton Health Department is ready to respond and recover more successfully from any disaster.



Use the five "P"s of evacuation: People, Pills, Papers, Purse, Pets, to evacuate quickly.



RESOURCES

[CDC-10 Essential Public Health Services -Full](#)

[Plan Ahead for Disasters at Ready.gov](#)



BOARD OF HEALTH

CALENDAR

Approved Noise Variances July-Dec 2023

Revised 8/25/23

Saturday, July 15, 2023	4:00pm-9:00pm	1025 N Badger Avenue	Dancehall DJ	Amplified Music/Sound	Reginald Desamour	(920) 702-7009	7/6/2023
Saturday, July 15, 2023	6:00pm-11:00pm	1206 E. Woodland Avenue	Private Party	Live Music	James Buck	(920) 224-3936	7/6/2023
Saturday, August 19, 2023	10:00am-10:00pm	222 East Fremont Street	Sacred Heart Parish Fest	Amplified Music/Sound	Dave Erickson/ Mark VandenLinden	(920) 739-7287/ (920) 419-5002	7/6/2023
Sunday, August 20, 2023	10:00am-10:00pm	222 East Fremont Street	Sacred Heart Parish Fest	Amplified Music/Sound	Dave Erickson/ Mark VandenLinden	(920) 739-7287/ (920) 419-5002	7/6/2023
Monday, August 21, 2023	10:00am-3:00pm	222 East Fremont Street	Sacred Heart Parish Fest	Amplified Music/Sound	Dave Erickson/ Mark VandenLinden	(920) 739-7287/ (920) 419-5002	7/6/2023
Sunday, September 10, 2023	11:00am-4:00pm	1025 N Badger Avenue	Summer Sendoff	Live Music	Reginald Desamour	(920) 702-7009	7/6/2023
Tuesday, September 12, 2023	5:00pm-9:00pm	Houdini Plaza, 100 W Lawrence Street	Rise Together Day 10 Year Anniversary	Amplified Music/Sound	Nadine Machlovech	(920) 382-9772	7/6/2023
Sunday, September 17, 2023	1:00pm-4:00pm	Erb Park, 1800 N Morrison Street	International Peace Day	Amplified Music/Sound	John Polakowski	(920) 427-7776	7/6/2023
Friday, September 29, 2023	3pm-9:30pm	Houdini Plaza, 100 W Lawrence Street	License to Cruise®	Live Music	Aimee Herrick	920 740 9309	7/6/2023
Friday, September 29, 2023	4:00pm-10:00pm	1025 N Badger Avenue	Octoberfest Pre-Party	Live Music	Reginald Desamour	(920) 702-7009	7/6/2023
Friday, October 6, 2023	5:30pm-6:30pm	Approved Event Route: Meade Pool to Appleton East High School	Appleton East Homecoming Parade	Amplified Music/Sound	Tim Zachow	(920) 832-6212	7/6/2023
Saturday, October 7, 2023	8:00am-12:00pm	Telulah Park, 1300 E Newberry Street	Making Strides Against Breast Cancer of the Fox Valley	Amplified Music/Sound	Megan Schreck	(920) 526-5232	7/6/2023
Saturday, July 15, 2023	11:00am-10:00pm	1703 Lorain Ct	Private Party	Amplified Music/Sound	Maria Antonia Rodriguez Casado	(920) 264-3970	7/13/2023
Saturday, July 15, 2023	3:00pm-10:00pm	424 E McArthur Street	Private Party	Crowd Noise	Katy Eder	(920)225-9382	7/13/2023
Sunday, July 23, 2023	7:30pm-10:30pm	317 N Appleton St	Missfits Tavern	Amplified Music/Sound	Julia Blair	(262) 237-2250	7/13/2023
Saturday, August 12, 2023	4:00pm-5:00pm	Jones Park, 301 W Lawrence Street	African Heritage Back to School	Amplified Music/Sound	Dr. Sabrina Robins	(920) 475-2486	7/13/2023
Sunday, August 13, 2023	12:00pm-5:00pm	Jones Park, 301 W Lawrence Street	African Heritage Back to School	Amplified Music/Sound	Dr. Sabrina Robins	(920) 475-2486	7/13/2023
Friday, October 6, 2023	4:00pm-4:45pm	Approved Route: Pierce Park to Xavier High School via Prospect Avenue	Xavier Highschool Homecoming Parade	Live Music	Mike Mauthe	(920) 540-3550	7/13/2023
Sunday, August 27, 2023	12:00pm-5:00pm	203 N Richmond St	Back to School Block Party	Live Music	Mandy Davenport	(920) 268-5701	7/20/2023
Sunday, October 1, 2023	3:00pm-6:00pm	1937 E John St	H&K's Car Show	Other: Car Noise	Hank Grishaber	(920) 850-6069	7/20/2023

Approved Noise Variances July-Dec 2023

Revised 8/25/23

Saturday, October 7, 2023	12:00pm-4:00pm	Memorial Park, 1620 E Witzke Blvd	Skeleton Skamper	Amplified Music/Sound	Jonathon Stavast	(262) 226-9075	7/20/2023
Wednesday, August 2, 2023	5:30pm-10:00pm	115 S State Street	McFleshmans Live Music	Live Music	Alyse Lincoln	(920) 850-6654	7/28/2023
Saturday, September 9, 2023	5:00pm-7:30pm	404 W Lawrence Street	St. Joe's Fall Festival	Amplified Music/Sound	Mandy Clemons	(920) 202-4085	7/28/2023
Wednesday, August 9, 2023	7:00pm-10:00pm	317 N Appleton St	Missfits Tavern	Amplified Music/Sound	Julia Blair	(262) 237-2250	8/4/2023
Sunday, August 27, 2023	12:00pm-5:00pm	203 N Richmond St	Back to School Block Party	Amplified Music/Sound	Kristen Gondek	(920) 815-9487	8/4/2023
Friday, August 18, 2023	4:00pm-7:00pm	160 S Badger Ave	City Mural Unveiling	Amplified Music/Sound	Megan Vande Hey	(920) 574-3449	8/15/2023
Tuesday, September 5, 2023	2:30pm-4:30pm	711 E Boldt Way	Lawrence Presidents Welcome	Amplified Music/Sound	Derek Diehl	(608) 367-2430	8/15/2023
Saturday, September 9, 2023	7:00pm-10:00pm	501 E College Ave	Blu's Welcome Event	Amplified Music/Sound	Megan DuFrane-Groose	(920) 832-6698	8/15/2023
Friday, September 29, 2023	3:00pm-9:00pm	Pierce Park, 1035 W Prospect Ave	Lawrence School of Drumming Recital	Live Music	David Lawrence	(920) 428-9622	8/18/2023
Sunday, August 27, 2023	3:00pm-5:00pm	211 S Walnut Street	Fox River House	Amplified Music/Sound	Kelley Stiles/ Matt Ricks	(920) 216-3992	8/18/2023
Friday, September 22, 2023	5:00pm-7:00pm	318 E Brewster Street	2nd Annual Latinx and Hispanic Heritage 5K Run and Walk	Amplified Music/Sound	Keila Cutie	(920) 707-0032	8/18/2023
Saturday, October 7, 2023	8:00am-2:00pm	2037 N Elinor Street	AASD's Annual Tough Kids Challenge	Amplified Music/Sound	Mikki Duran	(920) 213-3300	8/18/2023
Saturday, October 7, 2023	1:00pm-6:00pm	115 S State Street	Fox Valley Lagerfest	Live Music	Alyse Lincoln	(920) 850-6654	8/18/2023
Wednesday, September 27, 2023	4:30pm-5:30pm	5000 N Ballard Road	Appleton North Homecoming Parade	Live Music/Amplified Sound	Nate Werner	(920) 740-0643	8/25/2023
Saturday, September 16, 2023	12:00pm-4:00pm	1024 South Olde Oneida Street	Flourish Spa Grand Opening	Amplified Music/Sound	Mariah Knox	(920) 851-7771	8/25/2023
Saturday, September 9, 2023	11:00am-6:00pm	1025 W Prospect Avenue	Latino Fest	Live Music/Amplified Sound	Ernesto Gonzalez Jr	(920) 574-4267	8/25/2023