



City of Appleton

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

Meeting Agenda - Final Community Development Committee

Wednesday, August 28, 2024

4:30 PM

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

[24-1119](#) CDC Minutes from 7-17-24

Attachments: [CDC Minutes 7-17-24.pdf](#)

5. Public Hearing/Apearances

[24-1120](#) Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2025 Program Year (4/1/25 - 3/31/26) (Associated with Information Item #24-1121)

Attachments: [Funding Available Community Needs Public Hearing Notice For 8-28-24 CDC.p](#)

[24-1122](#) Creation of the 2025-2029 Consolidated Plan for the Community Development Block Grant (CDBG) Program (Associated with Information Item #24-1123)

Attachments: [2025-2029 Consolidated Plan Public Hearing Notice For 8-28-24 CDC.pdf](#)

6. Action Items

7. Information Items

[24-1121](#) Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2025 Program Year (4/1/25 - 3/31/26)

Attachments: [CDBG PY2025 Funding Information Memo to CDC For 8-28-24.pdf](#)

[24-1123](#) Creation of the 2025-2029 Consolidated Plan for the Community Development Block Grant (CDBG) Program

Attachments: [CDBG 2025-2029 Consolidated Plan Information Memo to CDC For 8-28-24.p](#)

[24-1124](#) Community Development Department Mid-Year 2024 Budget Report

Attachments: [2024 Mid Year Report Community Development Dept.pdf](#)

[24-1125](#) Inspection Division Permit Summary Report Ending 7-31-24

Attachments: [Inspections Permit Report July 2024.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.

Any questions about items on this meeting are to be directed to Kara Homan, Director, Community Development Department at 920-832-6468.

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



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Community Development Committee

Wednesday, July 17, 2024

6:45 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order

Chair Hartzheim called the meeting to order at 6:45 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Hartzheim, Smith, Siebers and Wolff

Excused: 1 - Jones

Others present:

Aldersperson Denise Fenton, District #6

Aldersperson Patrick Hayden, District #7

Aldersperson Christopher Croatt, District #14

Aldersperson Chad Doran, District #15

4. Approval of minutes from previous meeting

[24-0934](#)

CDC Minutes from 7-10-24

Attachments: [CDC Minutes 7-10-24.pdf](#)

Wolff moved, seconded by Smith, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 4 - Hartzheim, Smith, Siebers and Wolff

Excused: 1 - Jones

5. Public Hearing/Appearances

6. Action Items

[24-0935](#)

Request to approve a 60-day extension of the purchase date of July 31, 2024 under the Development Agreement (Phase II) with Merge LLC for a mixed-use development located on the southeast corner of W. Washington Street and N. Appleton Street (Tax Id #31-2-0272-00) in Tax Increment Financing District No. 11

Attachments: [Merge Ph II DA Extend Purchase Date Memo to CDC 7-17-24.pdf](#)

Wolff moved, seconded by Smith, that the extension of the purchase date be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Smith, Siebers and Wolff

Excused: 1 - Jones

7. Information Items

8. Adjournment

Wolff moved, seconded by Smith, that the meeting be adjourned at 6:48 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Smith, Siebers and Wolff

Excused: 1 - Jones

**CITY OF APPLETON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF FUNDING AVAILABLE AND COMMUNITY NEEDS PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a public hearing will be held at a regularly scheduled Community Development Committee meeting on Wednesday, August 28, 2024, beginning at 4:30 p.m., or as soon thereafter as can be heard, in Council Chambers on the 6th Floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI 54911. The primary function of this hearing is to obtain citizen views on priority community needs and the use of the City's CDBG funds for the 2025 program year. All persons interested are invited to attend this meeting and will be given an opportunity to be heard.

The federal CDBG Program aims to develop viable urban communities through provision of decent housing, suitable living environments and economic opportunities, namely for low- and moderate-income persons. For more information on Appleton's CDBG Program, please visit the web site at <https://www.appleton.org/government/community-and-economic-development/grants-administration>, or for questions about project/program eligibility, contact Olivia Galyon, Community Development Specialist, in the Community Development Department at 920-832-6469 or by email at olivia.galyon@appleton.org.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

RUN: August 20, 2024

NOTICE OF PUBLIC HEARING
City of Appleton
Community Development Block Grant (CDBG) Program
2025-2029 Consolidated Plan

NOTICE IS HEREBY GIVEN of a Public Hearing to be held before the City of Appleton Community Development Committee on Wednesday, August 28, 2024, at 4:30 p.m., or as soon thereafter as can be heard, in Common Council Chambers on the 6th floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI 54911, for the purpose of considering opinions for the creation of the 2025-2029 Consolidated Plan as required by the U.S. Department of Housing and Urban Development (HUD).

The Consolidated Plan includes prioritizing community needs for the use of the City's CDBG funds over the next five years. The primary function of this initial hearing is to seek feedback on issues or areas of funding that the public may like to see included in the plan for 2025-2029. All persons interested are invited to attend this meeting and will be given an opportunity to be heard.

For reference of the issues and priority areas typically included in Appleton's Consolidated Plan, copies of the 2015-2019 and 2020-2024 Consolidated Plans may be found on the City of Appleton's website at: <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg/cdbg-documents> or by contacting us for a hard copy.

The federal CDBG Program aims to develop viable urban communities through provision of decent housing, suitable living environments, and economic opportunities, namely for low- and moderate-income persons. For more information on Appleton's CDBG Program, please visit the website: <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg> or contact Olivia Galyon, Community Development Specialist, at 920-832-6469 or email to olivia.galyon@appleton.org.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

RUN: August 20, 2024



CITY OF APPLETON

MEMORANDUM

Date: August 28, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: CDBG 2025 Program Year Public Hearing Information Item

The City of Appleton receives funding yearly from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program. Appleton is an entitlement community, which means this funding is received yearly without going through a competitive federal application process. Seeking public input on the programming of these funds is critical to receiving CDBG funds each year. The public hearing held at this Community Development Committee meeting is the first of multiple hearings that will be held to seek public input on the allocation of CDBG 2025 program year funds available to the City of Appleton.

While the City does not go through a competitive formal application process, the City does hold its own internal application process to allocate CDBG funds we expect to receive between core City programs, eligible City department projects, and external non-profit organizations. The process starts with a determination of the expected funding, based on the average funding provided in the last 3 years. Once an expected allocation is determined, Com Dev staff assess the funding need of the core City CBDG projects, including:

- Appleton's Housing Rehab Loan Program
- Neighborhood Grant Program
- Administration and Fair Housing
- Appleton Housing Authority
- Community Resource Navigator Position

Once the expected requests for these allocations are determined, the process moves on to City Department requests. The remaining funds are available for City Departments to apply for, with an internal Com Dev review of projects and confirmation of eligibility under CBDG program requirements. This application process will be about 6 weeks for the 2025 program year. Once eligibility is determined and funding amounts are determined, the combined City core project and City Department project recommendations are taken forward to Community Development Committee and Common Council for preliminary approval.

Next, any remaining funding is available to community partner organizations through a competitive application process. Community partner organizations are required to complete a pre-application training to ensure they understand the various requirements and restrictions of the CDBG funding, and then the competitive application process provides about one month for them to complete and submit applications. Once the application period closes, projects are reviewed by Com Dev staff for eligibility and conformance to CDBG program requirements, and all eligible projects are passed onto the CDBG Advisory Board members for individual review and recommendations. At the end of this review, the Advisory Board convenes in-person to determine a consensus on allocation recommendations. These recommendations are then passed onto Community Development Committee and Common Council for final approval of the preliminary allocations.

These allocations are preliminary, as the amount of funding from HUD varies from year to year, and there is a possibility that the final funding amounts may need to be adjusted slightly upward or downward. Once HUD releases the program year's federal allocation, final allocation recommendations are completed and presented to Community Development Committee and Common Council for final approval.



CITY OF APPLETON

MEMORANDUM

Date: August 28, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: CDBG Consolidated Plan Public Hearing Information Item

The City of Appleton receives funding yearly from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program. Appleton is an entitlement community, which means this funding is received yearly without going through a competitive federal application process.

One requirement for Appleton to keep its status as an entitlement community is to submit a Consolidated Plan to HUD, which is a 5-year plan that explains the City's priorities for use of CDBG funds, provides numerable goals and targeted outcomes in the upcoming 5-year span, and requires a community engagement process that engages residents and incorporates their feedback into the spending plans in meaningful ways. The Community Development Department last completed Appleton's 5-year plan in 2019, for the 2020-2024 Consolidated Plan cycle. We are now working on updating the plan's data, spending goals, and seeking community engagement on the needs of the community for the 2025-2029 Consolidated Plan process.

The 2025-2029 Consolidated Plan is expected to be finished around the end of 2024/early 2025 and will be brought before Community Development Committee and Common Council for final approval prior to submission to HUD. The public hearing today was a kick-off in our effort to seek public input on the formation of the plan and the goals and areas of priority that the City should target with the use of this funding source. Other methods of engagement will include future public hearings, public comment periods, a community-wide survey, a stakeholder survey for non-profit and public-serving organizations in the City, and stakeholder interviews to better understand community needs, challenges, and opportunities for further investment.

You can expect to see future items for the Consolidated Plan throughout this year and will be asked to vote for final approval in early 2025. Please reach out to the City's Community Development Specialist, Olivia Galyon, with any questions on this process. She can be reached at olivia.galyon@appletonwi.gov or 920-832-6469. Thank you!

COMMUNITY DEVELOPMENT DEPARTMENT

2024 Mid-Year Report

All figures through June 30, 2024

Significant 2024 Events:

Planning

1. Creation of Mayor's Taskforce on Housing Development Policy to address housing challenges facing our community and create vibrant, livable neighborhoods for all residents across the income spectrum.
2. Final plat approval of Southpoint Commerce Park Plat No. 4 consisting of 117.379 acres. The plat consists of new lots for industrial development and outlots for stormwater facilities, a future trailhead, trail, and Appleton Conservancy Park.
3. Final plat approval of Clearwater Creek plat resulting in the creation of 14 residential lots.
4. Facilitated rezoning to allow additional residential developments consisting of approximately 12 acres, which includes mixed use, single family, and multifamily.
5. Zoning amendment to Mobile Service Structures to align with Wisconsin State Statutes and to ease administration.
6. In collaboration with Outagamie County, Town of Grand Chute, ECWRPC, Pillars, and other agencies, created a coalition to re-envision West College Avenue, known as "A New Avenue" (Mall Drive to Richmond Street).
7. SmithGroup was awarded the consulting services for the Comprehensive Plan Update and subarea planning.

Community & Economic Development

8. In concert with the City Attorney's office, negotiated a new development agreement for the reimagined US Venture project, in alignment with the College North Neighborhood Plan.
9. Partnered with DPW-Engineering to design, permit & construct infrastructure for Southpoint Commerce Park expansion.
10. Collaboratively funded Health Department's Resource Navigator position with CDBG funding, strengthening collaboration with APD's Community Resources Unit in having the position embedded with their department.

11. In collaboration with the Finance Department, created strategy and implemented final process to obligate remaining American Rescue Plan Act (ARPA) funding.
12. In partnership with Valley Transit and Parks & Recreation, facilitated process to identify and negotiate a joint development agreement for the Valley Transit Mixed Use Development Project.
13. The 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and 2024 Annual Action Plan were prepared and submitted to the federal Housing and Urban Development Department (HUD).
14. Prepared an update to the City's CDBG Consolidated Plan 2025-2029.
15. Staff continues to promote competitive grant funds available to registered neighborhoods through The Neighborhood Grant Program (TNGP). Grants were awarded to one neighborhood for two projects in 2024 – Historic Central Neighborhood (block parties, Columbus Elementary playground renovation). The Neighborhood Leadership Academy, supported through ARPA funding, kicked off in 2024.
16. At mid-year, the Homeowner Rehabilitation Loan Program solicited one round of applications and began initiation of construction projects. The program is projected to rehabilitate 20 owner-occupied housing units by year-end and invest nearly \$400,000 in home improvement loans.

Geographic Information System (GIS)

17. Upgrade Enterprise GIS to latest software release, this includes desktop software, mobile applications and websites.
18. Migrated users from depreciated ArcMap Desktop software to a web based environment.
19. Released updated Property Info webpage.

Assessing

20. Successfully completed nearly 2,000 interior inspections above our typical workload of sales, new construction and permits. We are now back on-track to attempt an inspection on each property at least once in a ten-year period.

Inspections

21. Implemented new Code Compliance Inspector position. Coordinated complexity of various commercial construction projects in and around City Center (Library Project; Fox Commons, WE Energies Vault, Merge/Urbane, RISE Apartments).

2024 Mid-Year Budget/Actual Comparison:

Community Development Budget/Actual Comparison
for the period ending June 30, 2024

	Current YTD Actual	Current Year Amended Budget	% of Budget Expended
Administration	\$276,210	\$623,455	44.3%
Planning	\$131,287	\$284,151	46.2%
Marketing & Business Services	\$58,325	\$140,584	41.5%
New & Redevelopment Projects	\$55,218	\$142,520	38.7%
Assessing	\$260,811	\$543,211	48.0%
Inspections (Administration)	\$111,574	\$258,586	43.1%
Inspections	\$541,675	\$1,034,017	52.4%
Total:	\$1,435,100	\$3,026,524	44.9%

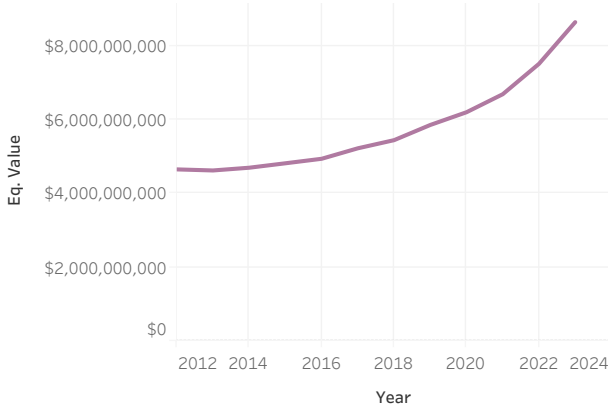
Department Dashboards on the Following Pages:

Community Development

The Community Development Department proactively fosters a healthy economy and a strong, welcoming community. Throughout the year, we will continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.

All 2024 numbers are reflective through June 30, 2024.

Equalized Value Growth

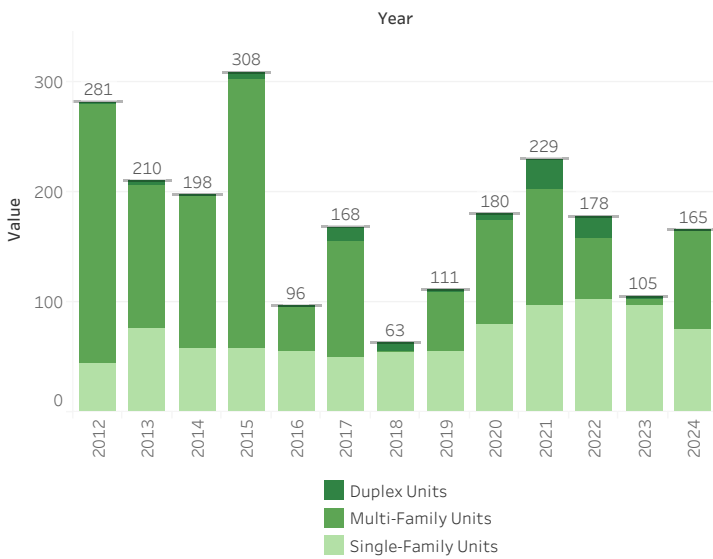


Average Value of New Single Family Homes*

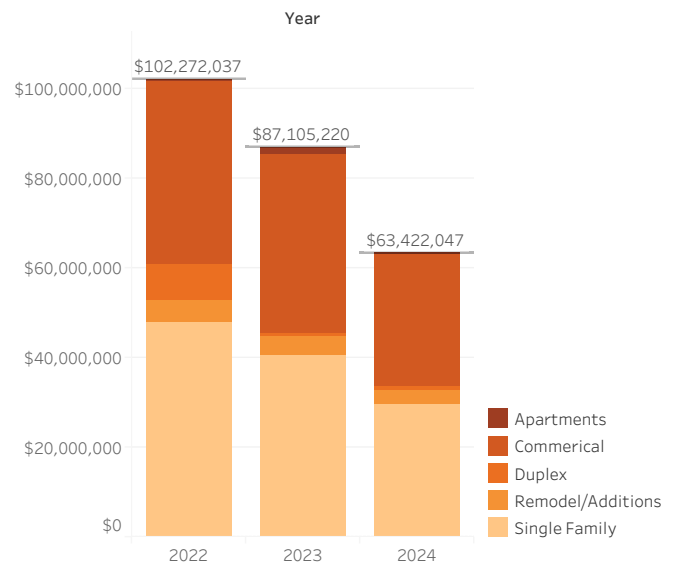
Year 2012 to 2024



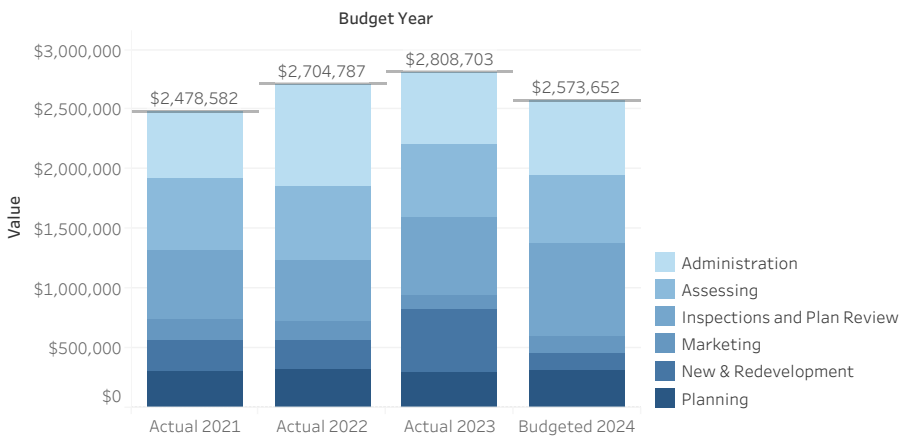
City of Appleton New Housing Units



City Permit Value

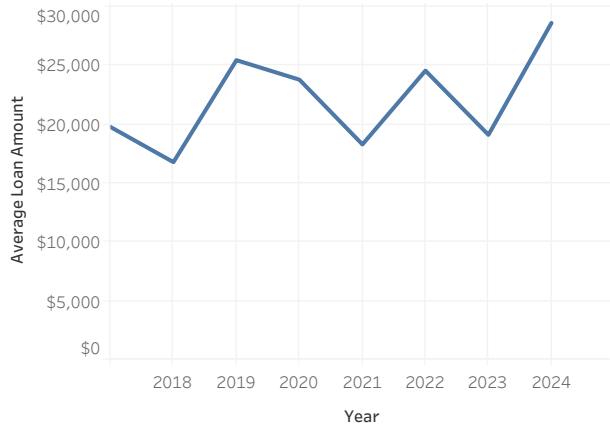


Department Budget Summary

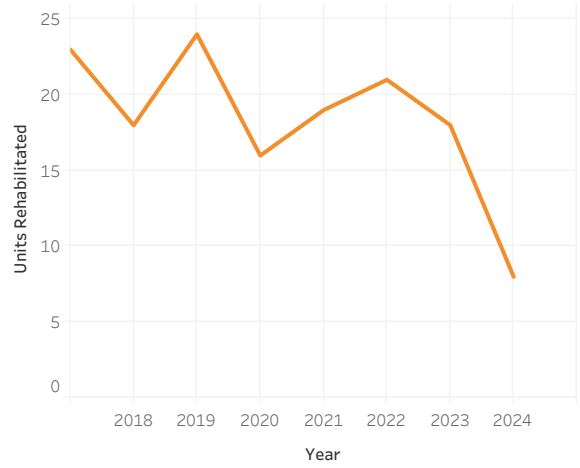


Community Development Cont.

Homeowner Rehabilitation Loan Program - Average Loan Amount

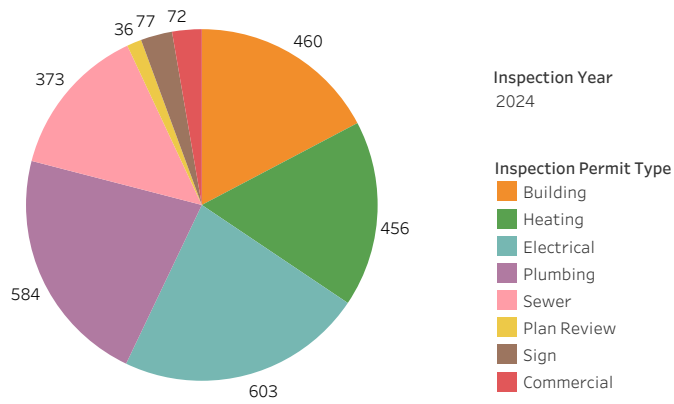


Housing Units Rehabilitated



Year
2012 to 2024

Inspection Permits



Department of Community Development Inspection Division

Permit Summary Count YTD Comparison

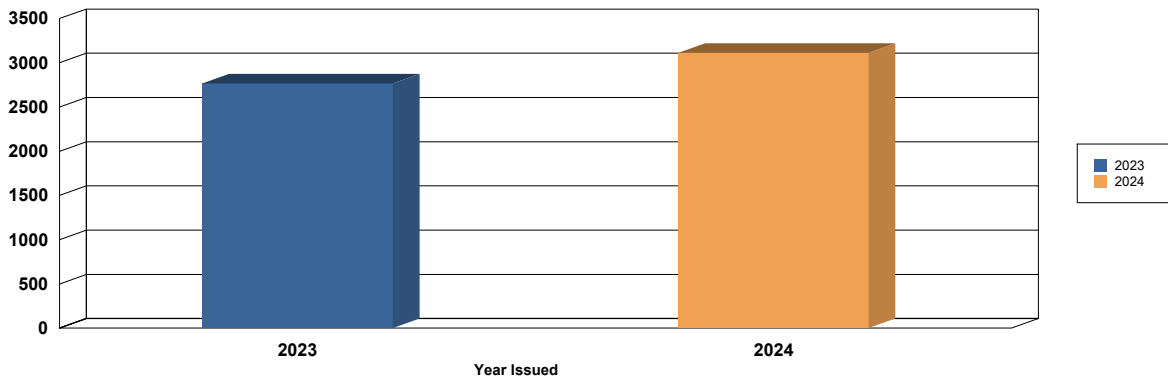
01/01/24 Thru 07/31/24

Report Date: 8/1/2024

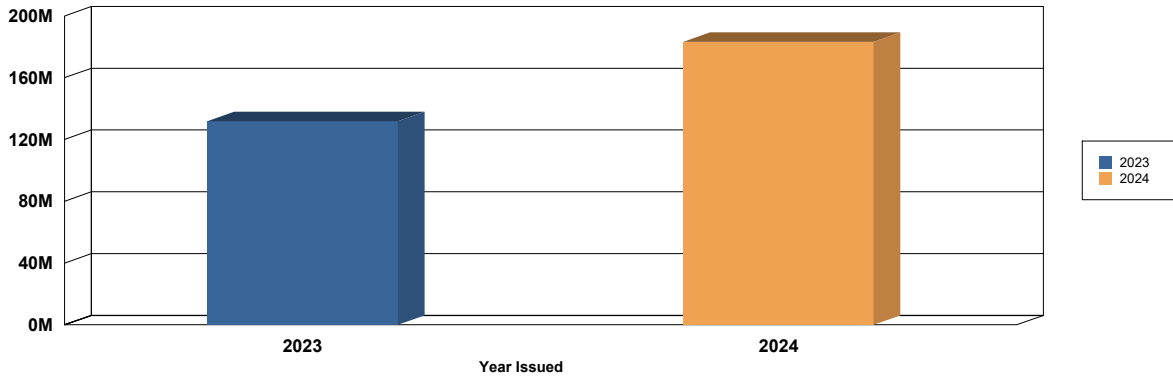
Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2023	662	92,002,727	331,834.13
	2024	658	143,230,804	352,720.96
		-0.60 %	55.68 %	6.29 %
DISPLAY SIGN	2023	121	1,159,236	4,988.00
	2024	84	573,414	8,340.00
		-30.58 %	-50.54 %	67.20 %
ELECTRICAL	2023	550	10,348,613	83,005.70
	2024	704	11,724,488	91,094.19
		28.00 %	13.30 %	9.74 %
EROSION CNTL	2023	10		1,400.00
	2024	16		2,500.00
		60.00 %	%	78.57 %
HEATING	2023	568	11,518,569	58,303.88
	2024	566	17,003,758	62,521.42
		-0.35 %	47.62 %	7.23 %
PLAN REVIEW	2023	62		22,815.00
	2024	46		14,655.00
		-25.81 %	%	-35.77 %
PLUMBING	2023	488	5,225,003	24,983.00
	2024	631	8,425,378	33,684.00
		29.30 %	61.25 %	34.83 %
SEWER	2023	296	11,571,523	18,454.00
	2024	403	2,330,148	25,482.00
		36.15 %	-79.86 %	38.08 %
WELL	2023	9		360.00
	2024	5		200.00
		-44.44 %	%	-44.44 %

	2023	2024
Permits	2766	3113
Estimated Cost	131,825,671.00	183,287,990.00
Receipt Amount	546,143.71	591,197.57

Number of Permits



Estimated Cost



Receipt Amount

