



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Community Development Committee

Wednesday, May 14, 2025

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

[25-0500](#) CDC Minutes from 4-23-25

Attachments: [CDC Minutes 4-23-25.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[25-0501](#) Request to approve an Amendment to the Development Agreement (Phase II) between the City of Appleton and 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 3rd Amendment Memo to CDC 05-14-25.pdf](#)
[21-0871 - Merge \(Phase II\) - Amendment to DA 05-2025 \(04-23-2025\).pdf](#)

7. Information Items

[25-0502](#) Inspection Division Permit Summary Report Ending 4-30-25

Attachments: [Inspections Permit Report April 2025.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.



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Meeting Minutes - Final Community Development Committee

Wednesday, April 23, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Jones called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

Others present:

Aldersperson Sheri Hartzheim, District #13

4. Approval of minutes from previous meeting

[25-0373](#)

CDC Minutes from 3-12-25

Attachments: [CDC Minutes 3-12-25.pdf](#)

Fenton moved, seconded by Lambrecht, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

5. Public Hearing/Apearances

[25-0374](#)

Draft 2025-2029 Consolidated Plan for the Community Development Block Grant (CDBG) Program (Associated with Information Item #25-0376)

Attachments: [Public Hearing Notice for 2025-2029 Consolidated Plan.pdf](#)
[Public Comment Period Notice Publication for 2025-2029 Consolidated Plan.pdf](#)

This public hearing was held and no one spoke.

This public hearing was held, and no one spoke on the item.

6. Action Items

[25-0211](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-161, as identified in the attached document, and the various permit fee schedules be updated to increase the erosion control permit fee to \$50

Attachments: [Erosion Control Fee Increase and Chapter 4 Amendments_For3-12-25.pdf](#)
 [Erosion Control Fee Increase and Chapter 4 Amendments_For4-23-25.pdf](#)

Meltzer moved, seconded by Fenton, that the proposed Municipal Code text amendments be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0380](#)

Request to renew lease with Maple Lawn Dairy for crop farming of undeveloped land in Southpoint Commerce Park

Attachments: [Farm Lease Renewal Memo Maple Lawn Dairy_Southpoint_For4-23-25.pdf](#)
 [Maple Lawn Dairy \(Mader\) 2025-2030 Lease - Clean 04-17-2025.pdf](#)

Meltzer moved, seconded by Fenton, that the lease renewal be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0377](#)

Elect Vice Chair

Fenton was elected Vice Chair.

Meltzer nominated Fenton for Vice Chair. Heffernan seconded the nomination. No other nominations were received. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0378](#)

Set Meeting Date and Time

The members agreed to keep the meeting date and time as it currently stands at 4:30 p.m. on the 2nd & 4th Wednesdays of the month. There is an understanding that Heffernan may be a few minutes late arriving and will be in communication; therefore, some meetings may start a little late.

Heffernan moved, seconded by Fenton, that the meeting day and time remain at 4:30 p.m. on Wednesdays following Council be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

[25-0379](#)

Designate Contact Person

Director Kara Homan was designated as the contact person.

7. Information Items

[25-0376](#)

Draft 2025-2029 Consolidated Plan for the Community Development Block Grant (CDBG) Program

Attachments: [CDBG 2025-2029 Consolidated Plan Information Memo to CDC For 4-23-25.pdf](#)
[Con_Plan_for_CommDevCommittee_4.17.2025.pdf](#)

This item was presented and discussed.

[25-0381](#)

Inspection Division Permit Summary Report Ending 3-31-25

Attachments: [Inspections Permit Report March 2025.pdf](#)

This item was presented and discussed.

[25-0383](#)

Proposed Administrative Reorganization / Position Reclassification - Community Development Department

Attachments: [ComDev_AdministrativeReorganization_Memo.pdf](#)
[ComDev_TO_AdminReorg.pdf](#)
[AdministrativeAccountingServicesSpecialist_Job_Description_Final.pdf](#)

This item was presented.

8. Adjournment

Fenton moved, seconded by Meltzer, that the meeting be adjourned at 4:59 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: Community Development Committee
From: Lily Paul, Economic Development Specialist
Subject: Request Approval of the Amendment to Development Agreement Between the City of Appleton and Merge, LLC in TIF #11

GENERAL INFORMATION

Owner: City of Appleton

Buyer: Brent Dahlstrom, Merge, LLC (Developer)

Address/Parcel Number: Blue Ramp Site (Parcel ID #31-2-0272-00)

Request: Extend the closing date and the completion date, adjust the purchase price, and the repurchase price

Community Development Committee Meeting Date: May 14, 2025

Common Council Meeting Date: May 21, 2025

PROJECT DETAILS

Project Summary: The Appleton Common Council approved a Development Agreement (DA) with Merge, LLC (Developer) in January 2022. The DA is for the development of a site at the southeast corner of Washington Street and Appleton Street (the Blue Ramp Site). This is the second phase of Merge's development, with the first complete and currently leasing (Urbane115 Apartments).

Per the existing DA, Merge was to acquire the former Blue Ramp Site from the City by July 31, 2024, but was pushed back to February 28, 2025, then May 1, 2025, due to DNR clearance, Urbane 115 reaching full lease up, and lower interest rates. The applicant and staff are preparing to close, but there are a few sections in the DA that need to be updated before closing:

- **Section 3.01 –**
 - o The developer has \$40,000 credit; therefore, the purchase price is now \$550,000 to reflect the credit.
 - o Since closing was last extended to May 1, 2025 and we have started to prepare for closing, sale of the property shall now close within 30 days of the Common Council's approval of this Amendment to DA.
- **Section 3.03 –** Since this is a multi-phase project, the completion date shall be January 1, 2027, with the assessed value being \$12,000,000 on or before January 1, 2027.

- **Section 3.04** – The repurchase amount, if the City chooses to, is \$540,000 (or the actual amount paid by the Developer to the City) less \$1,000 per calendar month calculated from the first day of the month after this Agreement is executed through the date of the sale.

Assessed value amounts and incentive amounts have remained the same.

RECOMMENDATION

Amendments to the Development Agreement between the City of Appleton and Merge, LLC for Tax Id #31-2-0272-00 **BE APPROVED.**

AMENDMENT TO TAX INCREMENT DISTRICT NO. 11 DEVELOPMENT AGREEMENT

I. THE PARTIES

- 1.01 City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, WI 54911-4799 ("City").
- 1.02 Merge, LLC, an Iowa Limited Liability Company, maintaining offices at 25 West Main Street, Suite 500, Madison, WI 53718 ("Developer").

II. THE RECITALS

- 2.01 The Parties entered into a Development Agreement on February 16, 2022 and recorded by the Outagamie County Register of Deeds on February 25, 2022 as Document No. 2262708 ("Agreement").
- 2.02 With the passage of time since the recording of the Agreement, Parties wish to amend and update certain terms of the Agreement.

III. THE AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

The Recitals are hereby made a part of the Agreement.

- 3.01 That Paragraph 1.1 now reads as follows:

1.1 Developer shall purchase the property for \$550,000 with said amount representing a total sale price of \$590,000 less a credit of \$40,000 previously paid to the City in December 2023 in exchange for a no-build easement. Sale of the Property shall close within thirty (30) days of the Common Council's approval of this Amendment to Development Agreement. Said sale of Property to Developer is contingent upon Developer fulfilling the terms and conditions of this Agreement and the City shall retain a right to repurchase the Property as more particularly set forth in Article IV.

- 3.02 That Paragraph 2.3 now reads as follows:

2.3 Subject to all of the terms, covenants and conditions of this Agreement and applicable provisions of law, and as an inducement by the City to Developer to carry out the Project, upon completion of the Project (which shall be defined as

issuance of occupancy permits for all floors of the Project (hereafter “completion”)) the City will provide payments to Developer solely from the future Tax Increments (derived from both real and personal property) to assist with Developer’s Project Costs. The City’s total payment of Tax Increment Revenue to the Developer shall not exceed the lesser of i) \$2,160,000 or ii) Eighteen percent (18 %) of the Tax Increment Value as of January 1, 2027, plus interest thereon (the “Contribution”).

3.03 That paragraphs 4.1.1 and 4.1.2 now read as follows:

4.1.1 The Project’s completion on or before January 1, 2027.

4.1.2 The Property’s assessed value is no less than Twelve Million Dollars (\$12,000,000) on or before January 1, 2027.

3.04 That paragraph 4.2.3 now reads as follows:

4.2.3 The City shall provide Developer thirty (30) days written notice of its intent to repurchase the Property unless Developer waives said notice. Thereafter Developer shall execute all necessary documents and transfer the Property’s unencumbered title to the City. In exchange, the City shall pay Developer \$540,000 (or the actual amount paid by Developer to the City) less \$1,000 per calendar month calculated from the first day of the month after this Agreement is executed through the date of sale. The City and Developer agree that each will act in good faith to facilitate a timely repurchase if the City exercises its repurchase right.

3.02 Except as expressly set forth in this Amendment, all terms and conditions of the Development Agreement remain in full force and effect.

IV. MISCELLANEOUS

4.01 In the event that any part of this Amendment is found to be illegal, that part shall be stricken, and the Amendment interpreted as if that part did not exist.

4.02 This Amendment may be executed in counterparts, either by original signature or verified electronic signature, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. The headings in this Agreement are inserted for convenience of reference only and shall not constitute a part hereof.

4.03 This Agreement may be supplemented or amended only by written instrument executed by the parties affected by such supplement or amendment.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

Merge LLC

By: _____
Brent Dahlstrom, Manager

STATE OF _____)
: ss.
_____ COUNTY)

Personally came, before me this ____ day of _____, 2025, Brent Dahlstrom, Member of the LLC, to me known to be the persons who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Printed Name: _____
Notary Public, State of _____
My commission is/expires: _____

SIGNATURES CONTINUE ON THE FOLLOWING PAGE

City of Appleton:

By: _____
Jacob A. Woodford, Mayor

ATTEST:

By: _____
Kami L. Lynch, City Clerk

STATE OF WISCONSIN)
 : ss.
OUTAGAMIE COUNTY)

Personally came before me this ____ day of _____, 2025, Jacob A. Woodford, Mayor and Kami L. Lynch, City Clerk, of the City of Appleton respectively, to me known to be the persons who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Printed Name: _____
Notary Public, State of Wisconsin
My commission is/expires: _____

APPROVED AS TO FORM:

Christopher R. Behrens, City Attorney
Revised: April 23, 2025
CityLaw: A21-0871

LEGAL DESCRIPTION OF THE PROPERTY

**PARCEL: Part of 31-2-0272-01, part of 31-2-0272-00 and all of 31-2-0272-02
Doc. #876209, #2147310 and #2150911, less proposed right-of-way**

Part of Lot 1 and all of Lot 2 of Certified Survey Map No. 2447, all of Lot 3 and part of Lot 1 and 2, in Block 27, SECOND WARD PLAT (aka APPLETON PLAT), according to the recorded Assessor's Map of the City of Appleton, located in and being a part of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 26, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 0.836 Acres (36,429 sq. ft.) of land and being described by:
Commencing at the Northeast corner of said Block 27 and being the point of beginning;
Thence South $00^{\circ}03'28''$ East 152.34 feet along the East line of Block 27 and being coincident with the West line of Oneida Street to the North line of City Center Street;
Thence South $89^{\circ}53'26''$ West 185.69 feet along the South line of Lots 2 and 3 of said Block 27; and being coincident with the North line of City Center Street;
Thence North $00^{\circ}06'37''$ West 65.22 feet;
Thence South $89^{\circ}52'45''$ West 99.07 feet to the West line of Lot 1 of said Block 27;
Thence North $39^{\circ}26'31''$ East 4.05 feet;
Thence Northeasterly 10.34 feet along the arc or a curve to the left having a radius of 15.00 feet and the chord of which bears North $19^{\circ}41'32''$ East 10.14 feet;
Thence North $00^{\circ}03'28''$ West 74.48 feet to the South line of Washington Street;
Thence North $89^{\circ}53'26''$ East 278.82 feet along the South line of Washington Street and being coincident with the North line of Lot 1 and 2 of said Certified Survey Map No. 2447 to the point of beginning.

Department of Community Development Inspection Division

Permit Summary Count YTD Comparison

01/01/25 Thru 04/30/25

Report Date: 5/5/2025

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2024	297	75,883,174	201,718.43
	2025	328	46,028,923	157,273.99
		10.44 %	-39.34 %	-22.03 %
DISPLAY SIGN	2024	57	409,842	5,700.00
	2025	36	581,067	3,480.00
		-36.84 %	41.78 %	-38.95 %
ELECTRICAL	2024	351	7,853,765	55,634.27
	2025	325	4,120,714	52,465.07
		-7.41 %	-47.53 %	-5.70 %
EROSION CNTL	2024	10		1,600.00
	2025	5		600.00
		-50.00 %	%	-62.50 %
HEATING	2024	242	11,795,510	29,963.15
	2025	292	11,960,483	42,988.90
		20.66 %	1.40 %	43.47 %
PLAN REVIEW	2024	25		8,905.00
	2025	14		3,673.50
		-44.00 %	%	-58.75 %
PLUMBING	2024	387	5,318,157	20,996.00
	2025	313	3,398,709	19,593.00
		-19.12 %	-36.09 %	-6.68 %
SEWER	2024	192	1,011,420	11,262.00
	2025	116	1,404,242	14,630.00
		-39.58 %	38.84 %	29.91 %
WELL	2024	2		80.00
	2025	1		50.00
		-50.00 %	%	-37.50 %

Department of Community Development Inspection Division

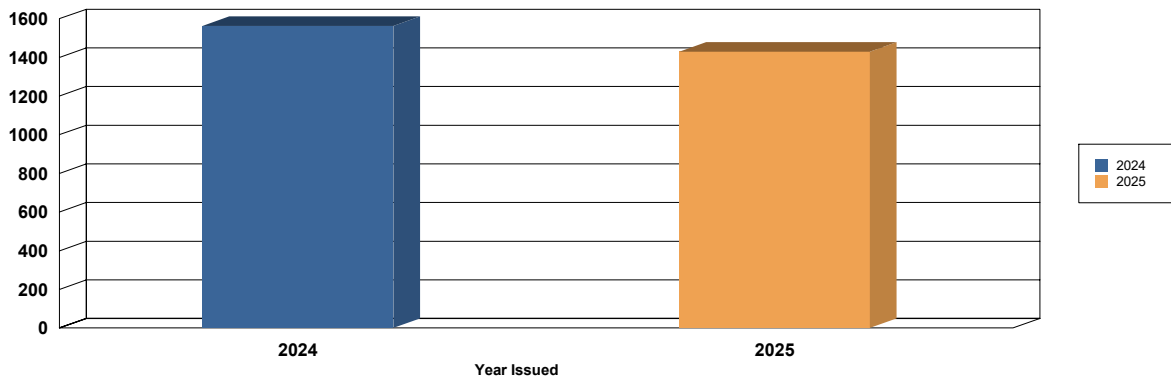
Permit Summary Count YTD Comparison

01/01/25 Thru 04/30/25

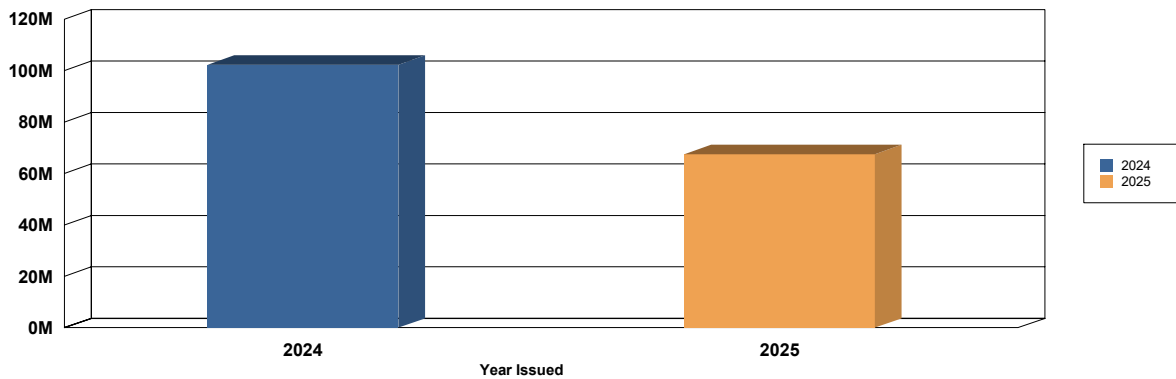
Report Date: 5/5/2025

	2024	2025
Permits	1563	1430
Estimated Cost	102,271,868.00	67,494,138.00
Receipt Amount	335,858.85	294,754.46

Number of Permits



Estimated Cost



Receipt Amount

