



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, June 18, 2025

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0694](#) Common Council Meeting Minutes of June 4, 2025

Attachments: [CC Minutes 6-4-25.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR
- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY
- L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0663](#) Approve Permanent Street Occupancy Permit in College Avenue and Superior Street for 222 West College Avenue.

Attachments: [222 W College Ave Street Occupancy Memo.pdf](#)

Legislative History

6/9/25

Municipal Services
Committee

recommended for approval

[25-0664](#) Approve Permanent Street Occupancy Permit to the Building for Kids Children's Museum for a Safe Walking Route in Washington Street, Appleton Street, and Oneida Street.

Attachments: [Permit to Occupy the Public ROW - Safe Route 2025 BFK APL.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0665](#) Approve Long Term Temporary Street Occupancy Permit for Bowl 91 (100 E College Avenue) Tables and Chairs in College Avenue Amenity Strip.

Attachments: [LTT Street Occupancy Permit Bowl 91 Tables and Chairs.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0666](#) Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2026 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,400.

Attachments: [2026 Desman Design Award Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0667](#) Approve ordinance change to install stop signs on Edgemere Drive at Kensington Drive.

Attachments: [Edgemere-Kensington Yield to Stop Control Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0668](#) Approve ordinance changes for parking on Florida Av and Durkee St by Einstein Middle School (follow-up to a 6-month evaluation).

Attachments: [Florida Av 300E Einstein MS Post 6-Mo Eval Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0669](#) Approve ordinance changes for parking at 1500 N Durkee St, by Kaleidoscope Academy (follow-up to a 6-month evaluation).

Attachments: [Parking Changes 1500 N Durkee Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0670](#) Approve Long Term Temporary Street Occupancy Permit for Lundgaard Park Construction Entrance at Lightning Drive Sidewalk through October 17, 2025.

Attachments: [Lundgaard Park Street Occupancy Permit.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0671](#) Award of Unit P-25 Pavement Marking Maintenance Contract (Epoxy) to Brickline, Inc., in an amount not to exceed \$177,505.70.

Attachments: [P-25 Pavement Marking Contract Award Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0672](#) Approve ordinance changes for parking - School Route Plan for Sandy Slope Elementary School.

Attachments: [Sandy Slope SRTS Parking Changes Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0674](#) Wilden Portfolio Park - New Street Design Approvals.

Attachments: [Wilden Portfolio Park Roadway Designs Memo.pdf](#)

[Wilden Portfolio Park Roadway Designs Updated Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0675](#) Approve Long Term Temporary Street Occupancy Permit for Farm Market Dumpsters on Allen Street through October 13, 2025.

Attachments: [Allen St Farm Market Dumpsters Occupancy Permit.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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[25-0676](#) Approve the recommendation from the Appleton Public Arts Committee regarding the request from Neo Medina and the Trout Museum of Art to paint a mural to be located inside of the Red Ramp located at 134 S. Superior Street (Tax ID #31-2-0090-00) as described in the attached documents and subject to the conditions in the attached staff memo.

Attachments: [Red Ramp Mural Public Arts Committee Recommendation Memo.pdf](#)

Legislative History

6/9/25	Municipal Services Committee	recommended for approval
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2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0586](#) Mobile Home Park License Renewal Application for Fox Valley Estates, located at 106 Primrose Lane, contingent on approval from the Public Works department

Attachments: [Fox Valley Estates Mobile Home Park Renewal App.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0611](#) Taxicab Company License Renewal Application for Z's Overflow LLC d/b/a Phoenix Transportation, Owner, Zonea Mims, 1280 S. Van Dyke Rd. #3, Appleton, WI 54914, contingent upon approval from the Risk Manager

Attachments: [Z's Overflow LLC - Taxicab Co Renewal App.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0616](#) Class "B" Beer and Reserve "Class B" Liquor License application for American Food & Vending Corporation d/b/a American Dining Creations, Kelly Noel, Agent, located at 711 E Boldt Way

Attachments: [American Dining Creations \(Warch\).Alcohol.Class B Beer Reserve Liquor.5.21.2](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0617](#) Class "B" Beer and "Class C" Wine License application for American Food & Vending Corporation d/b/a American Dining Creations, Kelly Noel, Agent, located at 1201 E John St, contingent upon approval from the Community Development department

Attachments: [American Dining Creations \(Banta Bowl\).Alcohol Class B Beer Class C Wine.5](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0619](#) Class "B" Beer and Reserve "Class B" Liquor License renewal application for American Food & Vending Corporation d/b/a American Dining Creations, Kelly Noel, Agent, located at 711 E Boldt Way, contingent upon approval of the original application

Attachments: [American Dining Creations.Warch 2025 Renewal.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0621](#)

Class "B" Beer and "Class C" Wine License renewal application for American Food & Vending Corporation d/b/a American Dining Creations, Kelly Noel, Agent, located at 1201 E John St, contingent upon approval of the original application

Attachments: [American Dining Creations.Banta Bowl 2025 Renewal.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0622](#)

2025-2026 Late Late Alcohol License renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2025

Attachments: [2025 Late Late Alcohol License Renewals.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0623](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for Walgreen Co d/b/a Walgreen #5102, David Gallagher, New Agent, located at 700 W College Ave, contingent upon approval from the Police department

Attachments: [Walgreens 5102.Alcohol.COA.5.19.25.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0624](#)

Class "B" Beer and Reserve "Class B" Liquor License Change of Agent for Holidays Pub LLC d/b/a Holidays Pub & Grill, Franklin Jaramillo, New Agent, located at 3950 N Richmond St, contingent upon approval from the Police department

Attachments: [Holidays Pub & Grill.Alcohol.COA.6.2.25.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0625](#)

2025-2026 Late Late Cigarette, Tobacco, and Electronic Vaping Device License renewal applications

Attachments: [2025 LATE LATE CTV RENEWALS.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0626](#)

Class "B" Beer and "Class B" Liquor License Permanent Premises Amendment application for Generation Paulson d/b/a The Daily Pint, Chris Paulson, Agent, located at 830 E Northland Ave, contingent upon approval from the Health and Public Works departments

Attachments: [The Daily Pint.Alcohol.PA Perm.5.21.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0627](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Generation Paulson d/b/a The Daily Pint, Chris Paulson, Agent, located at 830 E Northland Ave, on July 27, 2025 from 1:00 p.m. to 8:00 p.m., contingent upon approval from the Health, Inspections and Public Works departments

Attachments: [The Daily Pint.Alcohol.PA Temp.5.21.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0628](#)

Class "B" Beer and "Class B" Liquor License Permanent Premises Amendment application for Bowl Ninety-One LLC d/b/a Bowl Ninety-One, Thong Vue, Agent, located at 100 E College Ave, contingent upon approval from the Health, Inspections, and Public Works departments

Attachments: [Bowl Ninety One.Alcohol.PA Perm.5.21.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0629](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Chandelier LLC d/b/a Broken Chandelier, Kyle Jones, Agent, located at 215 W College Ave, contingent upon approval from the Fire, Health, Inspections, and Public Works departments

Attachments: [Broken Chandelier.PA Temp.Summer 2025.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0630](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Spats Food and Spirits LLC d/b/a Spats Food and Spirits, Nicholas Kapheim, Agent, located at 733 W College Ave from 12:00 p.m. to 12:00 a.m. on July 31, August 1, 2, 3, 4, and 5, 2025 for Mile of Music event, contingent upon approval from the Police, Inspections, and Finance department

Attachments: [Spats.Alcohol.PA_Temp.Mile of Music.7.31.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0631](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for SC Carrow Corp d/b/a Rookies Sports Bar & Grill, Steven Carrow, Agent, located at 325 N Appleton St, from 11:00 a.m. on July 31 to 11:00 a.m. on August 3, 2025 for Mile of Music event, contingent upon approval from the Police, Health, Inspections, and Public Works departments

Attachments: [Rookies Sports Bar & Grill.Alcohol.PA_Temp.Mile of Music.7.31.25.REDACTED](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0632](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Fox River House LLC d/b/a Fox River House, Cassidy Evers, Agent, located at 211 S Walnut St, from 8:00 a.m. on July 31 to 8:00 p.m. on August 3, 2025 for Mile of Music event, contingent upon approval from the Community Development and Inspections departments

Attachments: [Fox River House.Alcohol.PA_Temp.7.31.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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[25-0633](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for TNE Inc d/b/a Emmetts Bar & Grill, Sharon Reader, Agent, located at 139 N Richmond St, on July 31, 2025 from 3:00 p.m. to 11:00 p.m., August 1 & 2, 2025 from 1:00 p.m. to 11:00 p.m., and August 3, 2025 from 3:00 p.m. to 8:00 p.m. for Mile of Music event, contingent upon approval from the Community Development, Inspections, and Public Works departments

Attachments: [Emmetts Bar & Grill.Alcohol.PA_Temp.7.31.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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- [25-0638](#) Salvage Dealer's License renewal application for Golper Supply Co Inc, David Golper, Applicant, located at 1810 W Edgewood Dr, contingent upon approval from the Inspections department

Attachments: [Golper Supply Co.SV.5.28.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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- [25-0641](#) Salvage Dealer's License renewal application for Mach IV Motors LLC, Kara Tullberg, Applicant, located at 600 E Hancock St, contingent upon approval from the Fire and Inspections department

Attachments: [Mach IV Motors.SV.6.3.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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- [25-0642](#) Pet Store License renewal application for Fish Cave, Ton Vang, Applicant, located at 2110 S Memorial Dr, contingent upon approval from the Inspections department

Attachments: [Fish Cave.PK.5.29.25.REDACTED.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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- [25-0650](#) Hop Yard Ale Works Full Service Retail Outlet Transfer Application for Flick & Sips Events: July 11, 2025 & September 13, 2025

Attachments: [Hop Yard AB105 - 2025 Flick-n-Sips.pdf](#)

Legislative History

6/11/25	Safety and Licensing Committee	recommended for approval
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3. MINUTES OF THE CITY PLAN COMMISSION

- [25-0554](#) Request to approve the Wilden Portfolio Park Preliminary Plat (Thrivent Campus) as shown on the attached maps and subject to the conditions in the attached staff memo

Attachments: [StaffMemo_WildenPortfolioPark_PrePlat_For05-28-25.pdf](#)

Legislative History

5/28/25	City Plan Commission	recommended for approval
	<i>Proceeds to Council at a date yet to be determined.</i>	

[25-0604](#)

Request to approve Rezoning #5-25 for the Dewitt Development Partners, LLC Annexation, formerly in the Town of Grand Chute, consisting of approximately 72.2948 acres located in the 6000 block of North French Road (Tax Id #31-1-8310-00, 31-1-8310-01 and 31-1-8310-02), including to the centerline of the adjacent right-of-way, as shown on the attached maps, from AG Agricultural District to R-2 Two-Family District

Attachments: [StaffMemo_6000 N. French Road_Rezoning_For06-11-25.pdf](#)
[6-5-25 Email from Arlyn Sieber 3220 E Aquamarine.pdf](#)

Legislative History

6/11/25 City Plan Commission recommended for approval

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[25-0654](#)

Resolution #4-R-25 Rename Appleton Memorial Park to Veteran's Memorial Park

Attachments: [#4-R-25 Resolution to Rename Appleton Memorial Park to Veteran's Memorial f](#)

Legislative History

6/9/25 Parks and Recreation recommended for approval
Committee

6/9/25 Parks and Recreation amended
Committee

Amendment: Remove apostrophe from word "veterans". 5-0 approved.

5. MINUTES OF THE FINANCE COMMITTEE

[25-0614](#)

Request to apply for 2026 a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments

Attachments: [SDWL and Resolution Memo w Resolution.pdf](#)

Legislative History

6/9/25 Finance Committee recommended for approval

[25-0618](#)

Request to award sole source purchase of AWWTP Polymer Make-Down Systems to Polydyne Inc for total cost not to exceed \$89,500

Attachments: [250603_Finance Memo_Sole Source PolymerMakedown_Polydyne.pdf](#)

Legislative History

6/9/25 Finance Committee recommended for approval

[25-0644](#)

Approve Change Order #6 to Rohde Brothers, Inc. contract as part of the AWWTP Sludge Piping and Digester Heat Exchanger Replacement Project totaling \$111,247 resulting in a decrease in contingency from \$134,357 to \$23,110

Attachments: [250603_Finance Info Memo AWWTP HEX ReplacementChangeOrderNo6-rev.i](#)

Legislative History

6/9/25 Finance Committee recommended for approval

[25-0657](#)

Request to approve a resolution authorizing the Mayor and City Clerk to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the Safe Drinking Water Loan Program and award of \$510,523 for the Project

Attachments: [DNR SDWLP Resolution 2025.pdf](#)

Legislative History

6/9/25 Finance Committee recommended for approval

[25-0658](#)

Request to approve the following 2025 Budget amendment:

Water Utility Fund

Lead Service Replacement + \$510,523

Other Reimbursement Revenue + \$510,523

To record acceptance of the Principal Forgiven Financial Assistance Loan for private-side lead services replacements (2/3 vote of Council required)

Attachments: [Water Utility Fund 2025 Budget Amendment - LSL Program.pdf](#)

Legislative History

6/9/25 Finance Committee recommended for approval

[25-0677](#)

Request to approve amendment to increase ARPA Grant Administration contract with Booth Management Consulting, LLC by \$70,000 for an amount not to exceed of \$220,000

Attachments: [Memo_ARPA_BMCCContractAmendment_06052025.pdf](#)

Legislative History

6/9/25 Finance Committee recommended for approval

[25-0678](#)

Request to approve two resolutions for the development of a corridor study and a comprehensive bike and pedestrian plan in support of SS4A Planning and Demonstration MPO Grant Applications

Attachments: [Memo SS4A resolution of support.pdf](#)

[Bike Ped Plan SS4A resolution of support.pdf](#)

[CTH KK SS4A resolution of support.pdf](#)

Legislative History

6/9/25 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

[25-0607](#)

Request to approve the 2024 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program

Attachments: [CAPER Memo to CDC 6-11-25.pdf](#)

[Appleton_2024PY_CDBG_CAPER_Draft For Public Comment.pdf](#)

Legislative History

6/11/25 Community Development recommended for approval
Committee

[25-0609](#)

Request to approve the 2025-2029 Consolidated Plan for the
Community Development Block Grant (CDBG) Program

Attachments: [Consolidated Plan Memo to CDC 6-11-25.pdf](#)
[CDBG Consolidated Plan 2025-2029 Draft for Public Comment.pdf](#)

Legislative History

6/11/25 Community Development recommended for approval
Committee

[25-0645](#)

Request to approve the REVISED 2025-2026PY (Program Year)
Community Development Block Grant (CDBG) allocations as specified
in the attached documents

Attachments: [CDBG 2025PY Revised Allocation Memo to CDC 6-11-25.pdf](#)
[CDBG 2025PY Revised Allocations.pdf](#)
[CDBG 2025PY Final Allocations Project Descriptions.pdf](#)

Legislative History

6/11/25 Community Development recommended for approval
Committee

7. MINUTES OF THE UTILITIES COMMITTEE

25-0653

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2024 and Request the following Resolution be presented to the Common Council for approval:

Whereas, the City of Appleton manages, operates, and maintains a sewer collection system and wastewater treatment plant; and

Whereas, treatment efforts produce a liquid effluent and a biosolids that are returned to the environment; and

Whereas, the State of Wisconsin evaluates wastewater utilities throughout the State of Wisconsin through an electronic Compliance Maintenance Annual Report (eCMAR); and

Whereas, Appleton received the score of 4.0 GPA; and

Whereas, the State of Wisconsin requests the Common Council pass a resolution accepting the eCMAR report;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article1. Continue supporting the treatment and maintenance programs at the utility

Article 2. Continue planning efforts that will address and promote long term performance results at the facility.

Attachments: [Validated eCMAR 2024.pdf](#)

Legislative History

6/10/25

Utilities Committee

recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

25-0696

Consolidated Action Items - Wilden Portfolio Park

#25-0674 Municipal Services Committee - recommended for approval

#25-0554 City Plan Commission - recommended for approval

N. ITEMS HELD

O. ORDINANCES

[25-0695](#) Ordinance #70-25

Attachments: [Ordinances to Council 6-18-25.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[25-0583](#) The Common Council will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds and real estate negotiations where competitive or bargaining reasons require a closed session concerning a proposed future use of a portion of Appleton Memorial Park. At the conclusion of its discussion, the Common Council will reconvene in open session.

T. ADJOURN

Kami Lynch, City Clerk

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

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, June 4, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:16 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Hartzheim.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

Absent: 1 - Alderperson Patti Heffernan

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0582](#)

Common Council Meeting Minutes of May 21, 2025

Attachments: [CC Minutes 5-21-25.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Absent: 1 - Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-0612](#) Poet Laureate 6-month update

Cathryn Cofell provided an update to the Council.

[25-0596](#) Proclamations:
- CPR & AED Awareness Week
- Gun Violence Awareness Day
- Juneteenth Celebration Day
- Make Music Day Appleton
- Pollinator Week
- Pride Month
- Refugee Day
- Schleroderma Awareness Month

Attachments: [CPR & AED Awareness Week.pdf](#)
[Gun Violence Awareness Day.pdf](#)
[Juneteenth Celebration Day.pdf](#)
[Make Music Day Appleton.pdf](#)
[Pollinator Week.pdf](#)
[Pride Month.pdf](#)
[Refugee Day.pdf](#)
[Schleroderma Awareness Month.pdf](#)

[25-0597](#) East Central Wisconsin Regional Planning Commission Metropolitan Planning Organization Representative Appointment

Attachments: [ECWRPC Appointment 6-4-25.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Meltzer, that the Appointment be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

The following spoke regarding Item 25-0599 Alcohol License Non-renewal:

Peter Beckley, 624 W. Seymour St

George Koenig, 419 Church St, Neenah

Carissa Gliniecki, ADI, 333 W. College Ave spoke regarding Item 25-0573 Alcohol Sales at Farmer's Market

Devon Pittman, 1500 E Brown Deer Rd, Bayside spoke regarding Item 25-0553 Chris J. Hartwig Revocable Trust Annexation

I. PUBLIC HEARINGS**J. SPECIAL RESOLUTIONS****K. ESTABLISH ORDER OF THE DAY****[25-0553](#)**

Request to approve the Chris J. Hartwig Revocable Trust - E. Northland Ave/441 Annexation consisting of approximately 11.1796 acres located near the intersection of E. Northland Avenue/S.T.H. 441, currently in the Town of Grand Chute, as shown on the attached maps

Attachments: [StaffMemo HartwigAnnexation For05-28-25.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Croatt, that the Annexation be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

[25-0572](#)

WI United Football Club - Summer Shootout Special Event Application

Attachments: [WI UFC -Summer Shootout- Kickin' for a Cure -Application .pdf](#)
 [Memo - WI United Football Summer Shootout Event.pdf](#)
 [Hilton Letter of Support for Summer Shootout Event.pdf](#)

Aldersperson Croatt moved, seconded by Aldersperson Stancil-Martin, that the Special Event Application be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Absent: 1 - Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

[25-0573](#)

McFleshman's Full-Service Retail Outlet Request for alcohol sales/service at the ADI Farmer's Market July 12, 19 & 26 (2025)

Attachments: [McFleshmans AB-105 Farmers Market 2025.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Full-Service Retail Outlet Transfer Request be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Absent: 1 - Alderperson Patti Heffernan

Abstained: 2 - Alderperson Alex Schultz and Mayor Jake Woodford

[25-0599](#)

Non-renewal of the Class "B" Fermented Malt Beverage and "Class B" Liquor License for Tandem Wine & Beer, LLC located at 101 W Edison Street, Suite 100, Karter Thompson, Agent.

Attachments: [Tandem Wine & Beer Renewal 2025 Redacted.pdf](#)
[APD Memo - Tandem - alcohol license denial \(renewal\).pdf](#)
[Tandem Non-Renewal Hearing Notice 2025.pdf](#)
[Tandem Wine and Beer Denial Memo.pdf](#)
[Wisconsin DOT Certified CL & Driving Record Redacted.pdf](#)
[Certified Judgment of Conviction-Fond du Lac County 24CT651_Redacted.pdf](#)
[Tandem Letter & Photos to S&L 6-4-25.pdf](#)
[Findings of Fact & Conclusions of Law - Tandem - 6-4-25.pdf](#)
[Tandem LLC Transfer Letter- Council 6-4-25.pdf](#)

Alderperson Meltzer moved, seconded by Alderperson Lambrecht, that the Non-renewal be amended to approve a renewal of the license subject to the following conditions: that the applicant provides formal, legal documents showing the transfer of ownership in the LLC, a revised alcohol license application, and any other documents required by the Clerk's Office by July 31, 2025. Roll Call. Motion carried by the following vote:

Aye: 9 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Nay: 3 - Alderperson Brad Firkus, Alderperson Patrick Hayden and Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Patti Heffernan

Abstained: 3 - Alderperson Martyn Smith, Alderperson Alex Schultz and Mayor Jake Woodford

Alderperson Van Zeeland moved, seconded by Alderperson Croatt, that the amendment to the Non-renewal be further amended to require that the legal documents showing transfer of ownership in the LLC and the revised alcohol license application be provided to the City by June 30, 2025. Roll Call. Motion carried by the following vote:

Aye: 10 - Alderperson Josh Lambrecht, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Nay: 2 - Alderperson Vered Meltzer and Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Patti Heffernan

Abstained: 3 - Alderperson Martyn Smith, Alderperson Alex Schultz and Mayor Jake Woodford

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Non-renewal be approved as amended (above) with the conditions placed on the license and satisfaction of the conditions by June 30, 2025. Roll Call. Motion failed (8 votes required) by the following vote:

Aye: 7 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Denise Fenton, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Nay: 5 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Patrick Hayden, Alderperson Vaya Jones and Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Patti Heffernan

Abstained: 3 - Alderperson Martyn Smith, Alderperson Alex Schultz and Mayor Jake Woodford

Alderperson Hayden moved, seconded by Alderperson Van Zeeland, that the Non-renewal be amended to approve a renewal of the license subject to the following conditions: that the applicant provides formal, legal documents showing the transfer of ownership in the LLC, a revised alcohol license application, and any other documents required by the Clerk's Office by June 30, 2025. Roll Call. Motion carried by the following vote:

Aye: 9 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Nay: 3 - Alderperson Brad Firkus, Alderperson Vaya Jones and Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Patti Heffernan

Abstained: 3 - Alderperson Martyn Smith, Alderperson Alex Schultz and Mayor Jake Woodford

[25-0652](#)

Approve the renewal of the Tandem Wine & Beer, LLC Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor license if the following conditions: that the applicant provides formal, legal documents showing the transfer of ownership in the LLC, a revised alcohol license application, and any other documents required by the Clerk's Office, are satisfied by June 30, 2025, as reflected in Item 25-0599.

Alderperson Croatt moved, seconded by Alderperson Van Zeeland, that the license renewal be approved as amended to include the referenced conditions. Roll Call. Motion carried by the following vote:

Aye: 11 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Nay: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Patti Heffernan

Abstained: 3 - Alderperson Martyn Smith, Alderperson Alex Schultz and Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderperson Fenton moved, Alderperson Stancil-Martin seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Absent: 1 - Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**[25-0565](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Vault 202 Brewery and Taproom LLC d/b/a Vault 202 Brewery and Taproom, Frederick Stuedemann, Agent, located at 202 W College Ave, contingent upon approval from the Health and Inspections departments

Attachments: [Vault 202 Brewery & Taproom LLC.Alcohol.Class B_Beer Reserve Liquor.2.26.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0567](#)

2025-2026 Late Alcohol License renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2025

Attachments: [2025 Late Alcohol License Renewals.pdf](#)

This Report Action Item was approved.

[25-0568](#)

2025-2026 Late Cigarette, Tobacco, and Electronic Vaping Device License renewal applications

Attachments: [2025 LATE CTV RENEWALS.pdf](#)

This Report Action Item was approved.

[25-0569](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for Esales Inc d/b/a The Flower Pot, Tye Hartwell, Agent, located at 2310 W College Ave

Attachments: [Flower Pot.Esales Inc.CTV.5.16.25REDACTED.pdf](#)

This Report Action Item was approved.

[25-0570](#)

Pet Store License renewal application for HSA Corporation d/b/a Pet Supplies Plus, Angela DeHaan, Applicant, located at 702 W Northland Ave, contingent upon approval from the Inspections department

Attachments: [Pet Supplies Plus.HSA Corporation.PK.5.14.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0571](#) Pet Store License renewal application for Just Pets LLC d/b/a Just Pets, Craig Weborg, Applicant, located at 2009 N Richmond St

Attachments: [Just Pets.PK.5.16.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0577](#) Salvage Dealer's License renewal application for Mr C's Motorcycles LLC d/b/a Mr C Cycle, Janet Ristau, Applicant, located at 724 S Outagamie St, contingent upon approval from the Inspections department

Attachments: [Mr C's Motorcycles.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0579](#) Stone Arch Full-Service Retail Outlet Request for alcohol sales/service at the July 3rd Independence Day celebration in Memorial Park

Attachments: [Stone Arch AB-105 July 3rd Fireworks_Redacted.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[25-0548](#) Request to approve Rezoning #3-25 for the subject parcel located at 119 East Harrison Street (Tax Id #31-4-0518-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from C-2 General Commercial District to R-1C Central City Residential District

Attachments: [StaffMemo 119EHarrisonSt Rezoning For05-28-25.pdf](#)

This Report Action Item was approved.

[25-0555](#) Request to approve the acquisition of land for public grounds at 222 North Oneida Street in accordance with Wis. Stat. §62.23(5) as shown on the attached maps

Attachments: [Memo PlanCommission PublicAcquisition 222NOneidaSt For05-28-25.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE**7. MINUTES OF THE UTILITIES COMMITTEE**[25-0585](#)

Award the North and Ridgeway Tower Coating Contract Bid with Alternate Bids to O&J Coatings Inc. in the amount of \$625,000 with 5% contingency of \$31,250 for a project total not to exceed \$656,250.

Attachments: [250523_UC Memo_Ridgeway-North Tower Coating Project Bid Award.pdf](#)
[Recommendation Letter.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**[25-0560](#)

Authorization to Execute an Offer to Purchase 222 N. Oneida Street

Attachments: [Memo to Execute OTP 222 N Oneida St.pdf](#)
[Completed Report-0 North Onedia Street Appleton.pdf](#)

This Report Action Item was approved.

[25-0561](#)

Approval of Title VI Program Update

Attachments: [Valley Transit Title VI Program 2025.pdf](#)

This Report Action Item was approved.

10. MINUTES OF THE BOARD OF HEALTH**M. CONSOLIDATED ACTION ITEMS****N. ITEMS HELD****O. ORDINANCES**

[25-0581](#)

Ordinances #51-25 to #67-25, #68-25 (Chris J. Hartwig Rev. Trust - E Northland Ave/441 Annexation), and #69-25

Attachments: [Ordinances to Council 6-4-25.pdf](#)

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

Aye: 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[25-0654](#)

Resolution #4-R-25 Rename Appleton Memorial Park to Veteran's Memorial Park

Attachments: [#4-R-25 Resolution to Rename Appleton Memorial Park to Veteran's Memorial Park.pdf](#)

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[25-0601](#)

The Common Council may go into closed session pursuant to State Statute §19.85(1)(a) for the purpose of deliberating the non-renewal of an alcohol license and then may reconvene into open session.

The Common Council did not convene in Closed Session

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Stancil-Martin, that the meeting be adjourned at 9:17 p.m. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Absent: 1 - Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 4, 2025
To: Municipal Services Committee
From: Laura Jungwirth, Director of Public Works
Subject: 222 West College Avenue Permit to Occupy the Public Right of Way

Elevate 97 has submitted on behalf of US Venture at 222 West College Avenue a permit to occupy the public right of way to replace two existing signs on the building exterior that extend beyond the property line. The proposed sign on College Avenue is anticipated to be installed in the same location as the one that currently exists on the canopy at the building entrance. The new sign on the southwestern corner of the building at Superior and College is proposed to extend further into the right of way than the current sign.

Action Item:

Approve the Permit to Occupy the Public Right of Way with the following conditions:

- Sign Permit approval is required by City of Appleton Inspections Division, which would include adherence to all Municipal Codes and specifically in relation to Sign Lighting from Sec. 23-528, "Signage may be internally lighted or may have external illumination mounted on the sign, building, or ground. However, no external light source shall be positioned as to interfere or be seen by vehicular traffic or adjacent residential uses."
- Any signage that encroaches within the right of way shall comply with Municipal Code requirements, and the guideline for allowing sign encroachments into the right of way is generally a 4-foot maximum. For the proposed signage specifically at the southwestern building corner at the College and Superior intersection, the entirety of the sign and its components shall not extend in any way beyond the edge of canopy.
- Adjacent to the existing corner sign at Superior and College exists an anchoring mechanism in which a fixed line over College Avenue is used for attaching and suspending decorations. In accordance with the City of Appleton and Appleton Downtown Inc. (ADI) Seasonal Displays Over College Avenue Memorandum of Understanding, any repair or replacement of these lines, including where affixed to a structure, requires a "properly qualified individual or company to inspect and maintain the

mounting system, anchoring mechanisms and fixed suspended lines” that shall be coordinated by and/or with ADI and submitted to the City’s Director of Public Works.

City of Appleton
100 North Appleton Street, Appleton WI 54911
Phone: (920) 832-6411 Fax: (920) 832-6464

SIGN PERMIT

A separate permit is required for each proposed sign.

Permit No.: _____
Key No.: 31-2-0257-00
Receipt No.: 166535057
Date: _____

Permit Fee: \$100.00 ☐ Penalty Fee

Site Address: 222 W COLLEGE AVE
Business Name: U.S. Venture

☒ Single Tenant

☐ Multi- Tenant

Estimated Cost: \$18,786.12

Type of Sign

- | | | |
|---|--|--|
| <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign |
| <input checked="" type="checkbox"/> Projecting Sign | <input type="checkbox"/> Canopy Sign | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Window Sign | <input type="checkbox"/> Portable Sign | |

Zoning District

- | | | |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park | <input type="checkbox"/> PI- Public Institution |
| <input type="checkbox"/> CO- Commercial Office | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District |
| <input type="checkbox"/> AG- Agriculture | | <input checked="" type="checkbox"/> CBD- Central Business District |

Dimensions/Other Information

Width of Sign: 7'	Height of Sign: 18'-6"
Height Above Normal Grade: 38'-1"	Underclearance: 19'-5"
Projecting into ROW: 0	Distance to Side Lot Line (5' Min):
Setback from R-O-W: 0	Setback from Driveway: n/a
Design Exception (Sec. 23-529):	Material: Polycarbonate/Aluminum; steel tube supports

Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

Electrical Information of Sign

- | | | | |
|--|---------------------------------------|---|---|
| <input checked="" type="checkbox"/> Internal | <input type="checkbox"/> Florescent | <input checked="" type="checkbox"/> LED | <input type="checkbox"/> Message Center |
| <input type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon |

UL Design No: Q09132426

Electrical Contractor:

Office Information

BZA Variance Date:

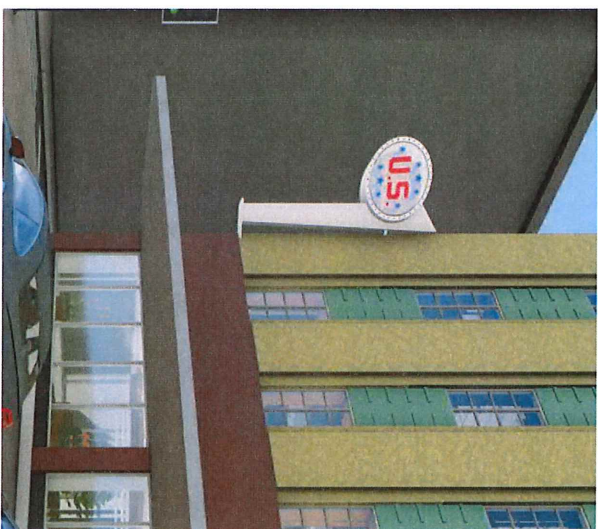
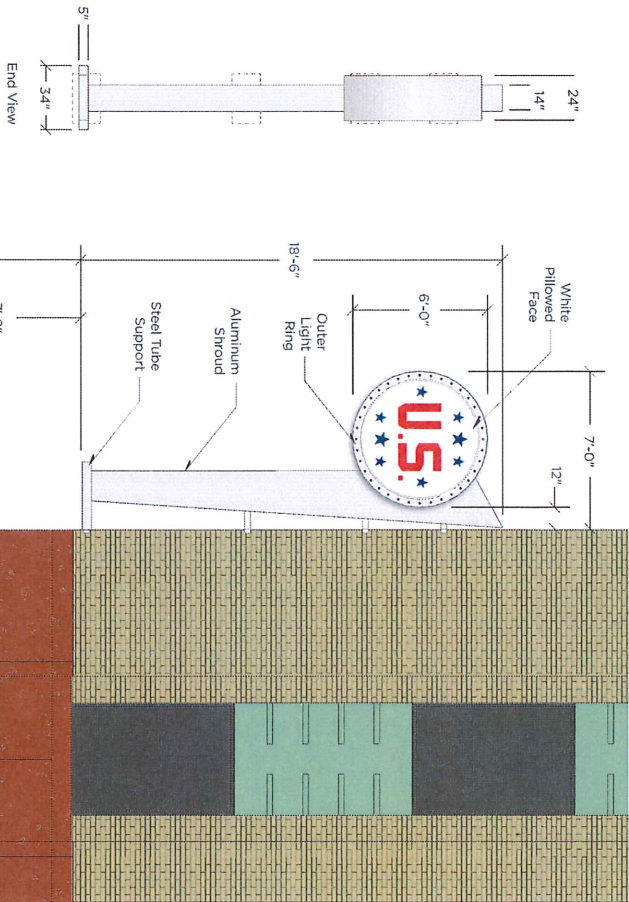
Street Occupancy Permit No.:

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Sarah Perera	1085 Parkview Road, Green Bay, WI 54304	920-227-8277	sperera@elevate97.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State, 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: Elevate97	Phone: 920-338-9383
Address: 1085 Parkview Road, Green Bay, WI 54304	Inspector Approval:

- ☒ By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.



SPECIFICATIONS

PROJECTING BANJO SIGN

Material: Aluminum Tube Frame
Shroud Sheeted with .080 Aluminum
Color: Painted MP White - Satin
Cabinet: Fabricated Aluminum
Retainer: 4"
Face Material: .150 White Polycarb
Graphics: 1st Surface Applied
Translucent Vinyl Logo
Lighting: Internal White LED's (verify)
Mount: To Building with Steel Tube
Supports (per structural engineering)

Verify Building Attachment
w/ Structural Engineering

Total Sq.Ft. : 72

elevate97

800-514-1119 | ELEVATE97.COM

CLIENT - US Venture
ADDRESS - 222 Building Appleton, WI
DATE - June 25, 2024
SCALE - 3/16" = 1'-0"
AE - Jan Whitens
DESIGNER - RE

PAGE - 4

DESIGN # - 13221
JOB # -
REVISION # 11
REVISED DATE: 4/23/25

☒ CONCEPTUAL ☐ FINAL
☐ FIELD SURVEY / MEASUREMENTS REQUIRED
☐ VECTOR FILE OF LOGO REQUIRED
☐ COLORS TO BE DETERMINED

WWW.ELEVATE97.COM | ALL CONCEPTS ARE PROPERTY OF ELEVATE97 | © 2023 ELEVATE97
WITH APPROVAL OF THIS DESIGN I HEREBY GIVE ELEVATE97 PERMISSION TO BEGIN PRODUCTION ON THE SIGNAGE
ILLUSTRATED. I AGREE THAT ALL SPECIFICATIONS, SPELLING, COLORS AND ELEVATIONS LISTED ARE CORRECT
AND APPROVED. ANY CHANGES MADE AFTER PRODUCTION HAS STARTED WILL RESULT IN ADDITIONAL CHARGES.
CLIENT APPROVAL -
DATE -

800-514-1119 | ELEVATE97.COM

elevate97

...

CLIENT - US Venture

ADDRESS - 222 Building Appleton, WI

DATE - June 25, 2024

SCALE - 1/4" = 1'-0"

AE - Jen Whittens

DESIGNER - RE

PAGE - 5

DESIGN # - 13221

JOB # -

☒ CONCEPTUAL

☐ FINAL

☐ FIELD SURVEY / MEASUREMENTS REQUIRED

☐ VECTOR FILE OF LOGO REQUIRED

☐ COLORS TO BE DETERMINED

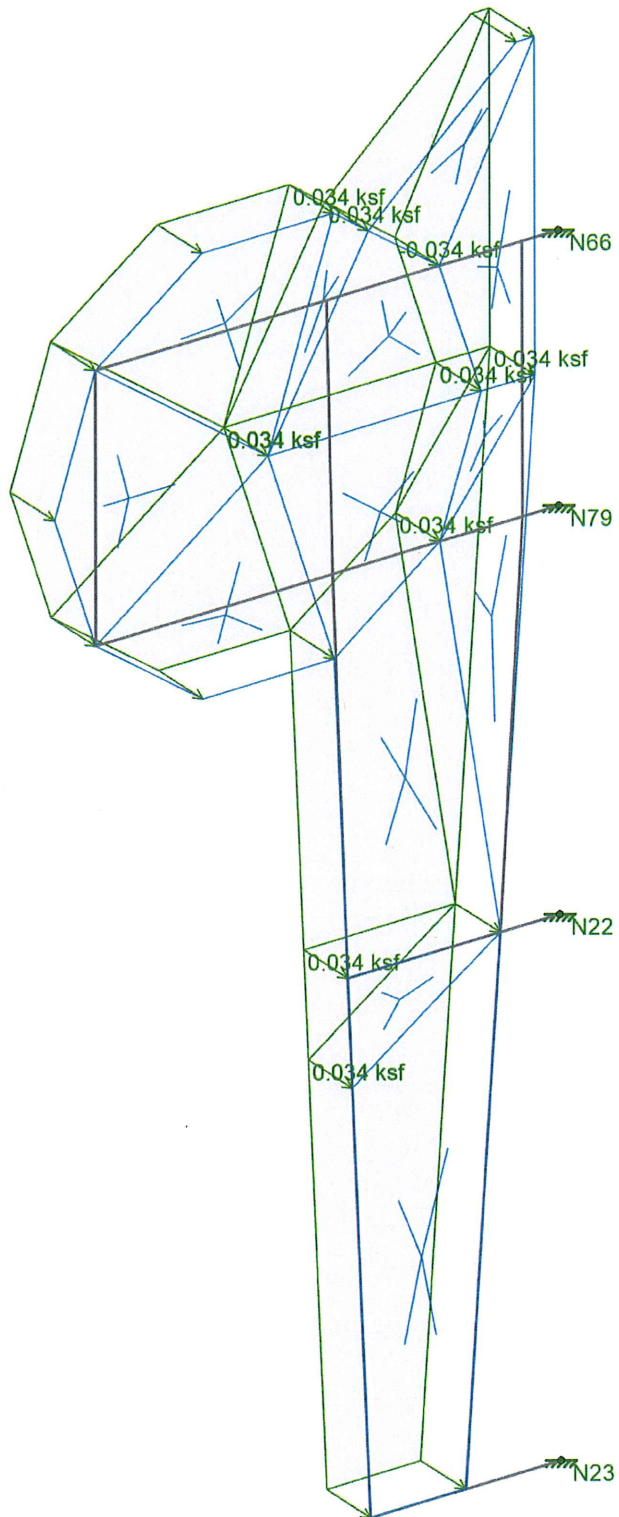
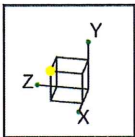
WWW.ELEVATE97.COM | ALL CONCEPTS ARE PROPERTY OF ELEVATE97 | ©2023 ELEVATE97

WITH APPROVAL OF THIS DESIGN I HEREBY GIVE ELEVATE97 PERMISSION TO BEGIN PRODUCTION ON THE SIGNAGE ILLUSTRATED. I AGREE THAT ALL SPECIFICATIONS, SPELLING, COLORS AND ELEVATIONS LISTED ARE CORRECT AND APPROVED. ANY CHANGES MADE AFTER PRODUCTION HAS STARTED WILL RESULT IN ADDITIONAL CHARGES.

CLIENT APPROVAL -

DATE -

S-2



Loads: BLC 2, WIND

Elrod Engineering, LLC

DBP

100x6533

US Ventures

SK-4

Apr 21, 2025

RISA - US Ventures Blade Sign-...

Basic Load Cases

	BLC Description	Category	Y Gravity	Surface(Plate/Wall)
1	DEAD	DL	-1	
2	WIND	WL		13

Load Combinations

	Description	Solve	P-Delta	BLC	Factor	BLC	Factor
1	LRFD 4 - (1.2D + 1.0W)	Yes	Y	1	1.2	2	1
2	LRFD 6 - (0.9D + 1.0W)	Yes	Y	1	0.9	2	1
3	ASD 5 - (1.0D + 0.6W)	Yes	Y	1	1	2	0.6
4	ASD 7 - (0.6D + 0.6W)	Yes	Y	1	0.6	2	0.6

Load Combination Design

	Description	Service	Hot Rolled	Cold Formed	Wood	Concrete	Masonry	Aluminum	Stainless	Connection
1	LRFD 4 - (1.2D + 1.0W)		Yes							
2	LRFD 6 - (0.9D + 1.0W)		Yes							
3	ASD 5 - (1.0D + 0.6W)							Yes		
4	ASD 7 - (0.6D + 0.6W)							Yes		

Material Take-Off

	Material	Size	Pieces	Length[ft]	Weight[K]
1	Hot Rolled Steel				
2	A500 Gr.C RECT	HSS3X3X4	11	53.7	0.4798
3	Total HR Steel		11	53.7	0.4798
4					
5	Plate Elements	Thickness (in)		Volume (yds^3)	
6	gen Alum	0.5	13	0.1	0.4166
7	Total Plates		13	0.1	0.4166

Hot Rolled Steel Section Sets

	Label	Shape	Type	Design List	Material	Design Rule	Area [in ²]	Iyy [in ⁴]	Izz [in ⁴]	J [in ⁴]
1	Frame	HSS3X3X4	None	None	A500 Gr.C RECT	Typical	2.44	3.02	3.02	5.08

Hot Rolled Steel Properties

	Label	E [ksi]	G [ksi]	Nu	Therm. Coeff. [1e ⁻⁵ F ⁻¹]	Density [k/ft ³]	Yield [ksi]	Ry	Fu [ksi]	Rt
1	A992	29000	11154	0.3	0.65	0.49	50	1.1	65	1.1
2	A36 Gr.36	29000	11154	0.3	0.65	0.49	36	1.5	58	1.2
3	A572 Gr.50	29000	11154	0.3	0.65	0.49	50	1.1	65	1.1
4	A500 Gr.B RND	29000	11154	0.3	0.65	0.527	42	1.4	58	1.3
5	A500 Gr.B RECT	29000	11154	0.3	0.65	0.527	46	1.4	58	1.3
6	A500 Gr.C RND	29000	11154	0.3	0.65	0.527	46	1.4	62	1.3
7	A500 Gr.C RECT	29000	11154	0.3	0.65	0.527	50	1.4	62	1.3
8	A53 Gr.B	29000	11154	0.3	0.65	0.49	35	1.6	60	1.2
9	A1085	29000	11154	0.3	0.65	0.49	50	1.4	65	1.3
10	A913 Gr.65	29000	11154	0.3	0.65	0.49	65	1.1	80	1.1

Aluminum Properties

	Label	E [ksi]	G [ksi]	Nu	Therm. Coeff. [$10^{-6}/^{\circ}\text{F}$]	Density [k/ft ³]	Table 3.3	kt	Ftu [ksi]	Fty [ksi]	Fcy [ksi]	Fsu [ksi]	Ct
1	3003-H14	10100	3787.5	0.33	1.3	0.1728	Table 3.3-3	1	19	16	13	12	141
2	6061-T6	10100	3787.5	0.33	1.3	0.1728	Table 3.3-4	1	38	35	35	24	141
3	6063-T5	10100	3787.5	0.33	1.3	0.1728	Table 3.3-4	1	22	16	16	13	141
4	6063-T6	10100	3787.5	0.33	1.3	0.1728	Table 3.3-4	1	30	25	25	19	141
5	5052-H34	10200	3787.5	0.33	1.3	0.1728	Table 3.3-3	1	34	26	24	20	141
6	6061-T6 W	10100	3787.5	0.33	1.3	0.1728	Table 3.3-3	1	24	15	15	15	141

Plate Surface Loads (BLC 2 : WIND)

	Plate Label	Direction	Magnitude [ksf, F]
1	P11	Z	0.034
2	P3	Z	0.034
3	P4	Z	0.034
4	P12	Z	0.034
5	P13	Z	0.034
6	P5	Z	0.034
7	P6	Z	0.034
8	P2	Z	0.034
9	P10	Z	0.034
10	P8	Z	-0.034
11	P1	Z	0.034
12	P7	Z	0.034
13	P9	Z	0.034

Node Boundary Conditions

	Node Label	X [k/in]	Y [k/in]	Z [k/in]	X Rot [k-ft/rad]	Y Rot [k-ft/rad]	Z Rot [k-ft/rad]
1	N23	Reaction	Reaction	Reaction	Reaction	Reaction	Reaction
2	N22	Reaction	Reaction	Reaction	Reaction	Reaction	Reaction
3	N66	Reaction	Reaction	Reaction	Reaction	Reaction	Reaction
4	N79	Reaction	Reaction	Reaction	Reaction	Reaction	Reaction

Member Primary Data

	Label	I Node	J Node	Section/Shape	Type	Design List	Material	Design Rule
1	M2	N20	N22	Frame	None	None	A500 Gr.C RECT	Typical
2	M3	N17	N23	Frame	None	None	A500 Gr.C RECT	Typical
3	M46	N5	N66	Frame	None	None	A500 Gr.C RECT	Typical
4	M59	N7	N79	Frame	None	None	A500 Gr.C RECT	Typical
5	M66	N16	N18	Frame	None	None	A500 Gr.C RECT	Typical
6	M67	N18	N87	Frame	None	None	A500 Gr.C RECT	Typical
7	M68	N87	N86	Frame	None	None	A500 Gr.C RECT	Typical
8	M69	N17	N20	Frame	None	None	A500 Gr.C RECT	Typical
9	M70	N20	N89	Frame	None	None	A500 Gr.C RECT	Typical
10	M71	N89	N88	Frame	None	None	A500 Gr.C RECT	Typical
11	M72	N7	N5	Frame	None	None	A500 Gr.C RECT	Typical

Envelope AISC 15TH (360-16): LRFD Member Steel Code Checks

	Member	Shape	Code	Check	Loc[ft]	LC	Shear	Check	Loc[ft]	Dir	LC	phi*Pnc [k]	phi*Pnt [k]	phi*Mn y-y [k-ft]	phi*Mn z-z [k-ft]	Cb	Eqn
1	M2	HSS3X3X4	0.1507	2.97	1		0.0304	2.97	z	1	101.8624	109.8	9.3	9.3	2.766	H1-1b	
2	M3	HSS3X3X4	0.0619	2.663	1		0.0082	0	y	1	103.372	109.8	9.3	9.3	2.3901	H1-1b	
3	M46	HSS3X3X4	0.2297	6.507	1		0.0317	5.9648	z	2	76.5905	109.8	9.3	9.3	3	H1-1b	

Envelope AISC 15TH (360-16): LRFD Member Steel Code Checks (Continued)

	Member	Shape	Code	Check	Loc[ft]	LC	Shear	Check	Loc[ft]	Dir	LC	phi*Pnc [k]	phi*Pnt [k]	phi*Mn y-y [k-ft]	phi*Mn z-z [k-ft]	Cb	Eqn
4	M59	HSS3X3X4	0.2007	6.507	1	0.0212	5.9648	z	2	76.5905	109.8	9.3	9.3	3	H1-1b		
5	M66	HSS3X3X4	0.0033	7.0163	1	0.0049	0	y	1	72.2318	109.8	9.3	9.3	2.1097	H1-1b		
6	M67	HSS3X3X4	0.0104	0	1	0.0006	0	y	1	86.8889	109.8	9.3	9.3	2.3489	H1-1b		
7	M68	HSS3X3X4	0.0066	3.5267	1	0.0041	3.5267	y	1	98.7761	109.8	9.3	9.3	2.2457	H1-1b		
8	M69	HSS3X3X4	0.0137	7.0052	1	0.0157	7.0052	z	2	72.3275	109.8	9.3	9.3	3	H1-1b		
9	M70	HSS3X3X4	0.019	5.2391	1	0.0295	5.2391	z	2	86.9353	109.8	9.3	9.3	2.6126	H1-1b		
10	M71	HSS3X3X4	0.0104	0	1	0.009	3.5276	z	2	98.7708	109.8	9.3	9.3	1.8018	H1-1b		
11	M72	HSS3X3X4	0.0125	0	1	0.0034	3.5267	z	1	98.7761	109.8	9.3	9.3	1.1493	H1-1b		

Node Reactions

	LC	Node Label	X [k]	Y [k]	Z [k]	MX [k-ft]	MY [k-ft]	MZ [k-ft]
1	1	N23	-0.0355	0.1232	0.1823	-0.0583	-0.4783	0.0731
2	1	N22	-0.3424	0.326	0.4885	-0.0646	-1.2243	0.1788
3	1	N66	-0.6285	0.2329	0.4325	-0.0489	-2.0251	0.0993
4	1	N79	-0.383	0.3935	0.286	-0.0902	-1.7186	0.1147
5	1	Totals:	-1.3893	1.0757	1.3893			
6	1	COG (ft):	X: 5.8644	Y: -3.8353	Z: 1.3481			
7	2	N23	-0.0539	0.0924	0.164	-0.0419	-0.4783	0.0567
8	2	N22	-0.3607	0.2445	0.4702	-0.0342	-1.2244	0.1483
9	2	N66	-0.604	0.1747	0.457	-0.0304	-2.0253	0.0808
10	2	N79	-0.3708	0.2952	0.2981	-0.0646	-1.7187	0.0891
11	2	Totals:	-1.3893	0.8067	1.3893			
12	2	COG (ft):	X: 5.8644	Y: -3.8353	Z: 1.3481			
13	3	N23	-0.0042	0.1027	0.1265	-0.0503	-0.287	0.0592
14	3	N22	-0.1884	0.2716	0.3102	-0.0671	-0.7346	0.1356
15	3	N66	-0.3999	0.1941	0.2367	-0.0466	-1.2151	0.0769
16	3	N79	-0.2411	0.3279	0.1602	-0.078	-1.0312	0.0927
17	3	Totals:	-0.8336	0.8964	0.8336			
18	3	COG (ft):	X: 5.8644	Y: -3.8353	Z: 1.3481			
19	4	N23	-0.0286	0.0616	0.1021	-0.0284	-0.287	0.0373
20	4	N22	-0.2128	0.163	0.2858	-0.0266	-0.7347	0.0951
21	4	N66	-0.3673	0.1165	0.2693	-0.0219	-1.2152	0.0522
22	4	N79	-0.2249	0.1968	0.1764	-0.0439	-1.0312	0.0586
23	4	Totals:	-0.8336	0.5378	0.8336			
24	4	COG (ft):	X: 5.8644	Y: -3.8353	Z: 1.3481			

Weld Check

Reaction from RISA

2.0251 k-ft x 12" = 24.301 k-in

24.301 k x 50% = 12.151 k-in

12.151 k-in / 3" = 4.050 k

Check 1/4" Fillet

5.568 k/in x 8.375in. = 46.63 k > 4.050 k (8.68% Capacity)



887 Seven Oaks Blvd. Suite 1010
Smyrna, TN 37167
615.890.9405 phone
615.890.3500 fax
elrodllc.com

Design Code:	ASCE 7-16
Wind Speed:	115 mph
Risk Categ:	II
Exposure:	B
Sign Width [B]:	6 ft.
Sign Height [s]:	18.417 ft.
Overall Height [h]:	40 ft. (Above Grade)
Elevation:	581 ft. (Default "0") (Elevation Above Sea Level)

Project #:	100x6533	Sign Name
Date:	2/27/2025	Blade Sign
Facility Ref:	US Ventures	
Address:	222 W. College St	
	Appleton, WI	

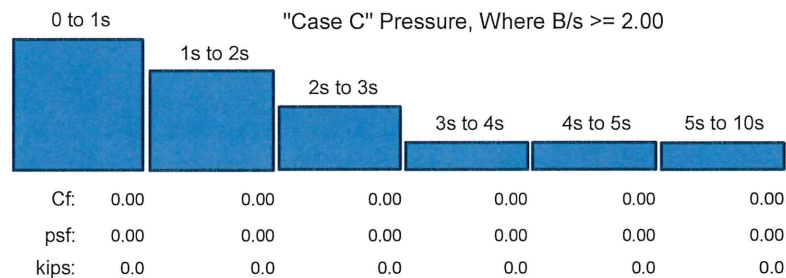
Wind Velocity Pressure 26.10.2

$$P = q_z G C_f = 34.39 \text{ psf}$$
$$q_z = 0.00256 K_z K_{zt} K_d K_e V^2 = 21.45 \text{ psf}$$

Wind Pressure: 34.39 psf



K_z :	0.7606	Table 26.10-1
K_{zt} :	1.00	Sect. 26.8.2
K_d :	0.85	Table 26.6-1
K_e :	0.98	Sect. 26.9 & Table 26.9-1
V^2 :	13225	Wind Speed
G :	0.876	Sect. 26.11.4
Q :	0.917	Sect. 26.11.4
C_f :	1.83	Fig. 29.3-1
s/h :	0.46	
B/s :	0.33	
gq :	3.40	
l_z :	0.30480	
g_v :	3.40	
\bar{z} :	30.00	
c :	0.30	
z_{min} :	30.00	
l :	320.00	
$\bar{\epsilon}$:	0.33	
L_z :	309.99	



Load Combinations

LRFD

- 1.4D
- 1.2D + 1.6L + 0.5(Lr or S or R)
- 1.2D + 1.6(Lr or S or R) + (L or 0.5W)
- 1.2D + 1.0W + L + 0.5(Lr or S or R)
- 0.9D + 1.0W

ASD

- 1.0D
- 1.0D + 1.0L
- 1.0D + 1.0(Lr or S or R)
- 1.0D + 0.75L + 0.75(Lr or S or R)
- 1.0D + 0.6W
- 1.0D + 0.75L + 0.75(0.6W) + 0.75(Lr or S or R)
- 0.6D + 0.6W

City of Appleton
100 North Appleton Street, Appleton WI 54911
Phone: (920) 832-6411 Fax: (920) 832-6464

SIGN PERMIT

A separate permit is required for each proposed sign.

Permit No.: _____
Key No.: 31-2-0257-00
Receipt No.: 166533836
Date: _____

Permit Fee: \$100.00 ☐ Penalty Fee

Site Address: 222 W COLLEGE AVE
Business Name: U.S. Venture

☒ Single Tenant

☐ Multi- Tenant

Estimated Cost: \$23,304.97

Type of Sign

- | | | |
|--|--|--|
| <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign |
| <input type="checkbox"/> Projecting Sign | <input checked="" type="checkbox"/> Canopy Sign | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Window Sign | <input type="checkbox"/> Portable Sign | |

Zoning District

- | | | |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park | <input type="checkbox"/> PI- Public Institution |
| <input type="checkbox"/> CO- Commercial Office | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District |
| <input type="checkbox"/> AG- Agriculture | | <input checked="" type="checkbox"/> CBD- Central Business District |

Dimensions/Other Information

Width of Sign: 15'-3"	Height of Sign: 3'-7"
Height Above Normal Grade: 13'	Underclearance: 10'-2"
Projecting into ROW: 0	Distance to Side Lot Line (5' Min):
Setback from R-O-W: 0	Setback from Driveway: n/a
Design Exception (Sec. 23-529):	Material: Aluminum

Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

Electrical Information of Sign

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Internal | <input type="checkbox"/> Florescent | <input checked="" type="checkbox"/> LED | <input type="checkbox"/> Message Center |
| <input checked="" type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon |

UL Design No: Q09132427

Electrical Contractor:

Office Information

BZA Variance Date:

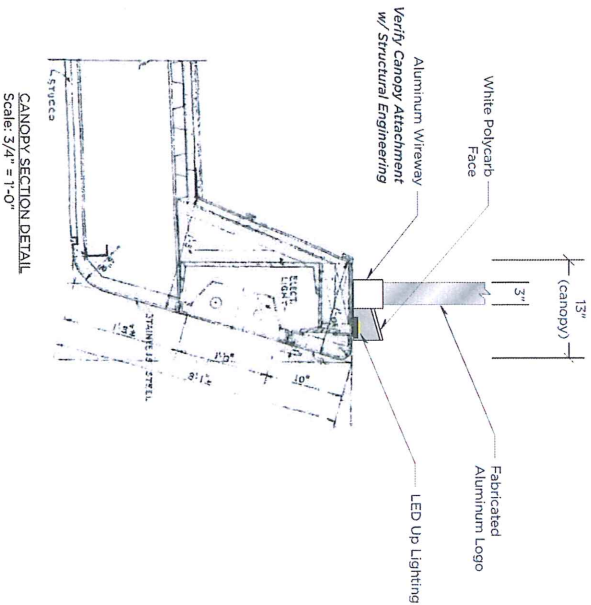
Street Occupancy Permit No.:

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Sarah Perera	1085 Parkview Road, Green Bay, WI 54304	920-227-8277	sperera@elevate97.com

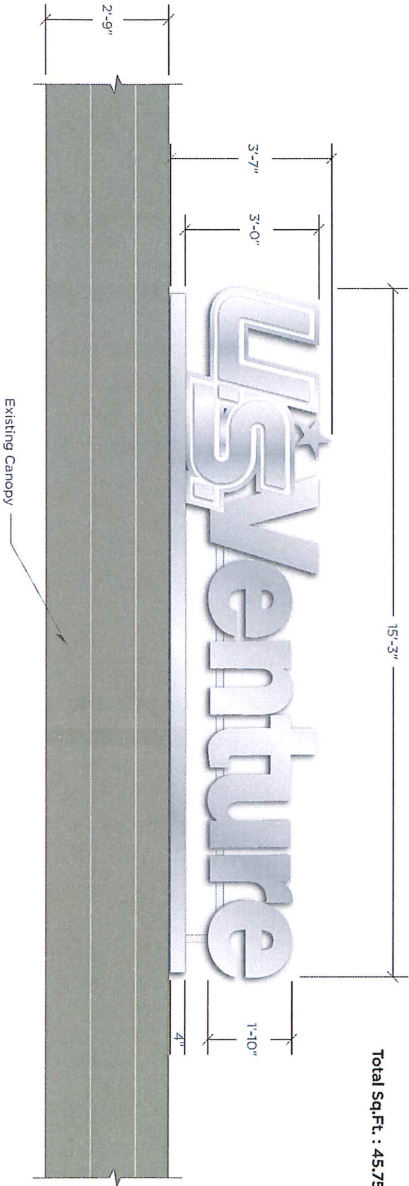
Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: Elevate97	Phone: 920-338-9383
Address: 1085 Parkview Road, Green Bay, WI 54304	Inspector Approval:

- ☒ By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.



Proposed Canopy ID Signage



Total Sq.Ft. : 45.75

SPECIFICATIONS

CANOPY LETTERS/LOGO

- Material: Fabricated Aluminum Logo
- .125 Faces with .063 Returns
- Depth: 3"
- Color: Brushed Aluminum Finish
- Lighting: Non-Lit
- Mount: To Canopy Top with Aluminum Tube Supports and Fabricated Wireway

WIREWAY

- Material: Fabricated Aluminum
- Face: .150 White Polycarb
- Up-Lighting: LED Fixtures
- Color: Brushed Aluminum Finish
- Installation: Top of Existing Canopy

elevate97 ... 800-514-1119 ELEVATE97.COM	CLIENT - US Venture ADDRESS - 222 Building Appleton, WI DATE - June 25, 2024 SCALE - 3/8" = 1'-0" DESIGNER - RE	DESIGN # - 13221 JOB # - REVISION # 5 REVISED DATE : 10/30/24	<input checked="" type="checkbox"/> CONCEPTUAL <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> FIELD SURVEY / MEASUREMENTS REQUIRED <input type="checkbox"/> VECTOR FILE OF LOGO REQUIRED <input type="checkbox"/> COLORS TO BE DETERMINED	WWW.ELEVATE97.COM ALL CONCEPTS ARE PROPERTY OF ELEVATE97 WITH APPROVAL OF THIS DESIGN I HEREBY GIVE ELEVATE97 PERMISSION TO BEGIN PRODUCTION ON THE SIGNAGE ILLUSTRATED. I AGREE THAT ALL SPECIFICATIONS, SPELLING, COLORS AND ELEVATIONS LISTED ARE CORRECT AND APPROVED. ANY CHANGES MADE AFTER PRODUCTION HAS STARTED WILL RESULT IN ADDITIONAL CHARGES. CLIENT APPROVAL - DATE -
---	--	--	---	---



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: _____
Paid (yes or no): _____

Rev. 05-2024

Applicant Information

Name (print): Sarah Perera Company: Elevate 97
Address: 1085 Parkview Road Telephone: 920-227-8277
Green Bay, WI 54304 E-mail: sperera@elevate97.com
Applicant Signature: Sarah Perera Date: 2/4/2025

Occupancy Information

General Description/Reason: Sign removal + installation on the 222 building; banjo/projecting sign to be installed on the corner of building (corner of Superior St. and W. College Ave)

Street Address: 100 N Superior Street Sidewalk/roadway obstruction requested ☒ Y or ☐ N

- or -

Multiple Streets: Superior St. & sidewalk on Superior St. - sidewalk at corner of W. College Ave & Superior St.

Date(s) From: TBD To: TBD 35 days or < ☒ 35 days or > ☐ TEMPORARY FOR INSTALL
(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

- ☐ Permanent - Obstruction (\$40)
☒ Temporary - Obstruction (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Awning
☐ Dumpster
☒ Sign
☐ Obstruction / Other
☐ POD / Container

Location

- ☐ Sidewalk
☐ Terrace
☐ Roadway

Additional Requirements

☐ Plan/Sketch ☐ Certificate of Insurance ☐ Bond Committee and Council Approval
Other : _____ Date: _____

Traffic Control Requirements

☐ N/A

Type of Street:

- ☐ Arterial/CBD
☐ Collector
☐ Local

Proposed Traffic Control:

- ☐ City Manual Page(s) _____
☐ State Manual Page(s) _____
☐ Other (attach plan)

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements:

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____

(Department of Public Works)

DATE: _____



DEPARTMENT OF
**PUBLIC
WORKS**

HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Sign installation

Insurance Coverage Details (if applicable):

- Insurance Carrier: Arthur J. Gallagher Risk Management Services, LLC
- Insurance Agent Name and Phone Number: Tyler Thomack / 920-830-2225
- Policy Number: 8018666357
- Policy Period: 3/30/2025 - 3/30/2026

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

- Maintain appropriate insurance coverage for the duration of this permit/license.
- Indemnify against any and all liability, loss, damage, and expenses, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant or anyone directly or indirectly employed by them, which may arise from the use of City right-of-way or property under this permit or license.

**I certify that this application, and all information and documentation provided therein,
is true and accurate.**

Sarah Perera/Elevate 97

Name of Applicant/Organization

1085 Parkview Road, Green Bay, WI 54304

Address

sperera@elevate97.com

Email Address

Sarah Perera

Print Name

Sarah Perera

Digitally signed by Sarah Perera
Date: 2025.05.28 14:42:50 -05'00'

Signature

5/28/25

Date



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____

Effective Date: _____

Expiration Date: _____

Non-Refundable Fee: INC. WITH SIGN PERMIT

Paid (yes) or no: 106533836

Rev. 05-2024

Applicant Information

Name (print): Sarah Perera

Company: Elevate 97

Address: 1085 Parkview Road

Telephone: 920-227-8277

Green Bay, WI 54304

E-mail: sperera@elevate97.com

Applicant Signature: Sarah Perera

Date: 2/4/2025

Occupancy Information

General Sign _____ on the 222 building; banjo/projecting sign to be installed on the corner of building (corner of Superior St. and W. College Ave)

Description/Reason: and US VENTURE ON CANOPY FACING COLLEGE AVE BY ENTRANCE

Street Address: 100 N Superior Street

Sidewalk/roadway obstruction requested ☒ Y or ☐ N

- or -

Multiple Streets: Superior St. & sidewalk on Superior St. - sidewalk at corner of W. College Ave & Superior St.

Date(s) From: _____ To: _____ 35 days or < ☐ 35 days or > ☒ PERMANENT FOR SIGNS
(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

- ☒ Permanent - Obstruction (\$40)
☐ Temporary - Obstruction (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Awning
☐ Dumpster
☒ Sign above canopy/overhang
☐ Obstruction / Other
☐ POD / Container

Location

- ☒ Sidewalk
☐ Terrace
☐ Roadway

Additional Requirements

- ☐ Plan/Sketch ☐ Certificate of Insurance ☐ Bond ☒ Committee and Council Approval
☒ Other: HOLD HARMLESS DOC FROM OWNER/US VENTURE Date: _____

Traffic Control Requirements

☐ N/A

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements:

Type of Street:

Proposed Traffic Control:

- ☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ Other (attach plan) _____

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes complete and full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____

(Department of Public Works)

DATE: _____



DEPARTMENT OF
**PUBLIC
WORKS**

**HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT
AND STATEMENT OF INSURANCE COVERAGE**

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Exterior Building Signage

Insurance Coverage Details (if applicable):

- Insurance Carrier: Everest National
- Insurance Agent Name and Phone Number: Lockton Companies
- Policy Number: RM16L00059231
- Policy Period: 8-1-24 - 8-1-25

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. Indemnify against any and all liability, loss, damage, and expenses, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant or anyone directly or indirectly employed by them, which may arise from the use of City right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

US Venture, Inc
Name of Applicant/Organization
425 Better Way, Appleton WI
Address
bplaname@usventure.com
Email Address

Brian L. Plamen
Print Name
[Signature]
Signature
1-24-25
Date



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: _____
Paid (yes or no): _____

Rev. 05-2024

Applicant Information

Name (print): _____ Company: _____
Address: _____ Telephone: _____
E-mail: _____
Applicant Signature: _____ Date: _____

Occupancy Information

General Description/Reason: _____
Street Address: _____ Sidewalk/roadway obstruction requested Y or N
- or -
Multiple Streets: _____
Date(s) From: _____ To: _____ 35 days or < 35 days or >
(Requires Committee and Council Approval)

(Department use only)

<u>Occupancy Type</u>	<u>Sub-Type</u>	<u>Location</u>
Permanent - Obstruction (\$40)	Awning	Sidewalk
Temporary - Obstruction (\$40)	Dumpster	Terrace
Amenity/Annual (\$40)	Sign	Roadway
Blanket/Annual (\$250)	Obstruction / Other	
Block Party (\$15)	POD / Container	

Additional Requirements

☐ Plan/Sketch Certificate of Insurance Bond Committee and Council Approval
☐ Other : _____ Date: _____

Traffic Control Requirements

N/A

Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements:

Type of Street: _____ Proposed Traffic Control: _____
☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ Other (attach plan) _____

Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____
(Department of Public Works)

DATE: _____

Safe Path Map



● Stop Stickers (for crossing traffic)

■ Start Stickers

— BKF Stamp Path

— Library Stamp Path

Explore new worlds!



Follow the
rockets to the



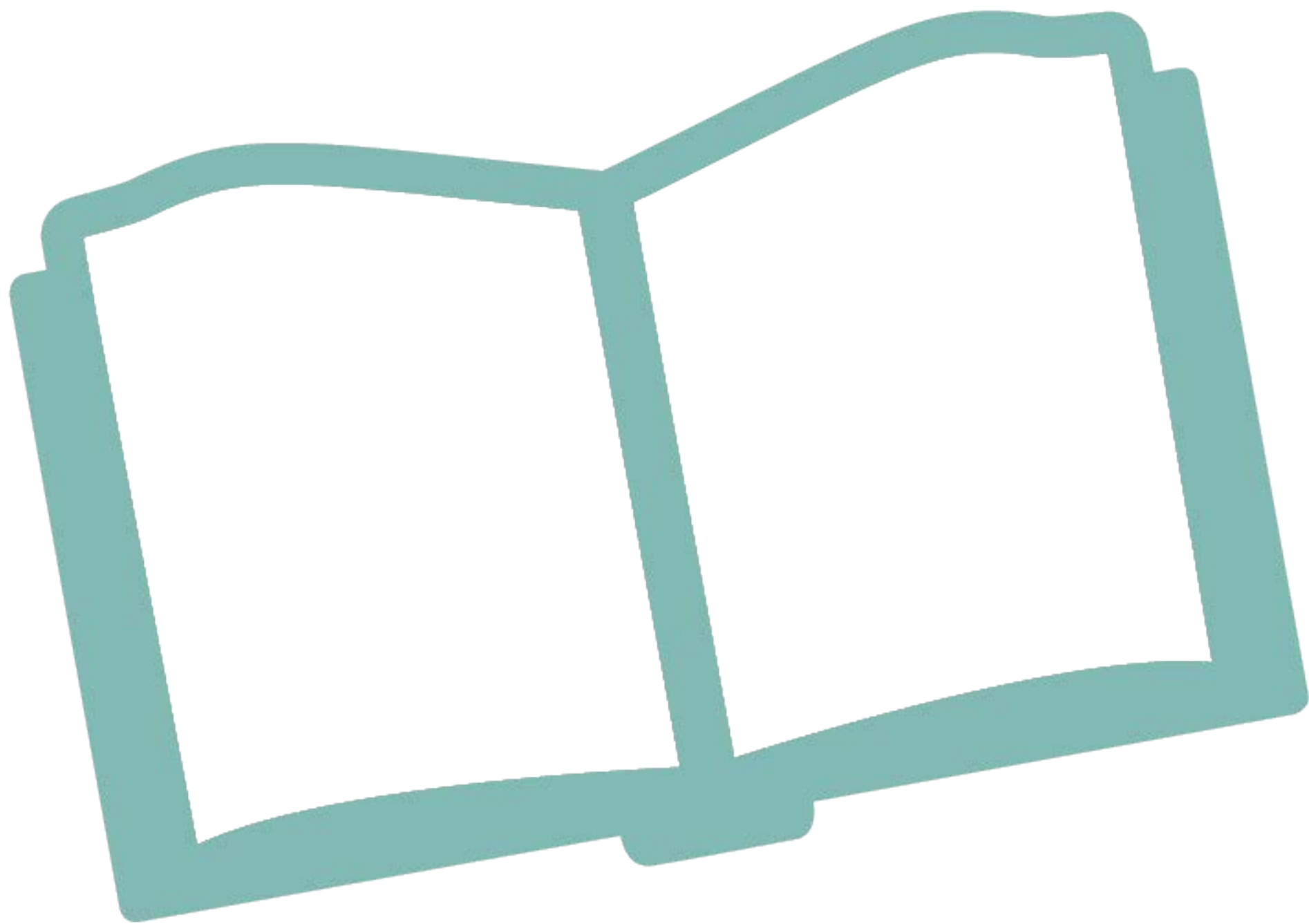
Follow the
books to the

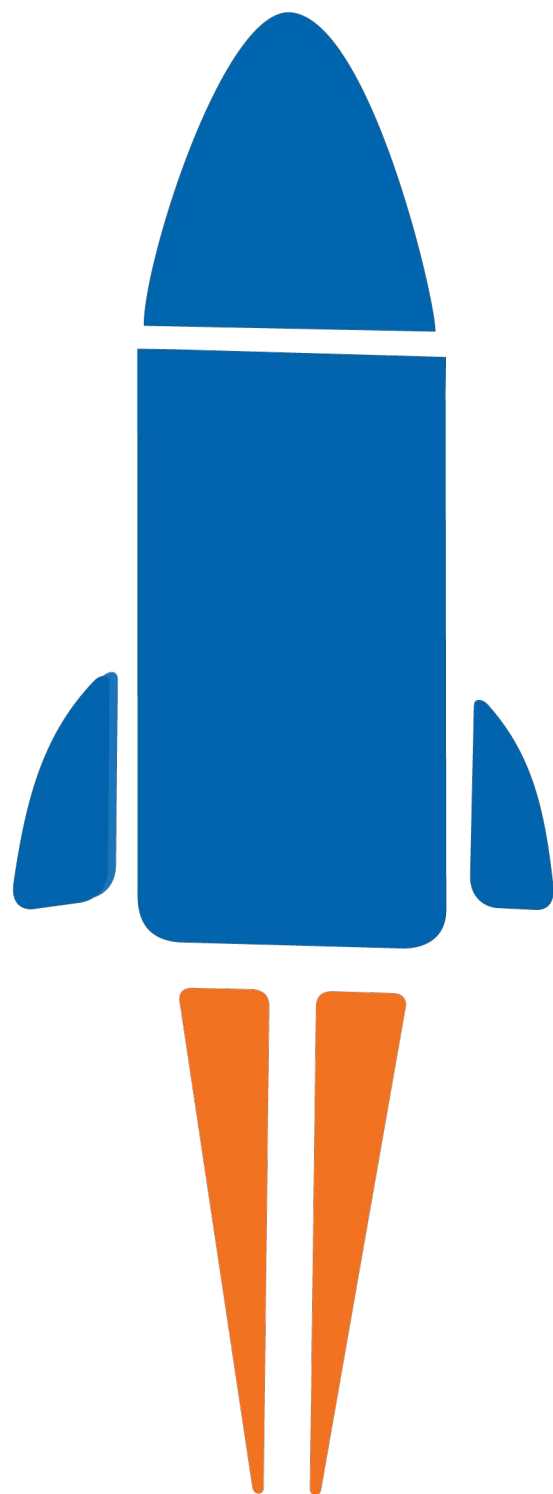


APPLETON PUBLIC
LIBRARY

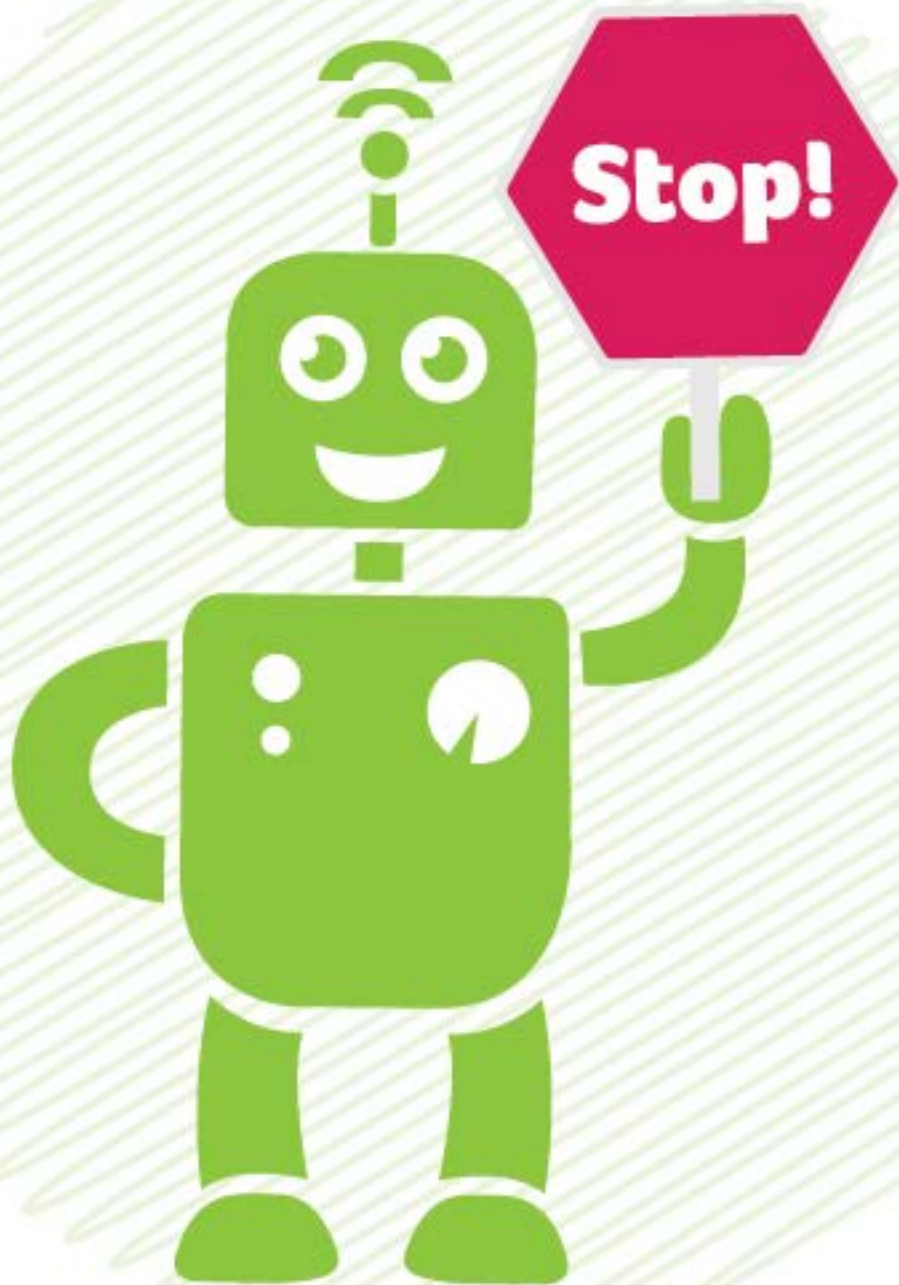


Be sure to stop at the robots!





HOP!



SPIN!





PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____

Effective Date: _____

Expiration Date: _____

Non-Refundable Fee: 40.00Paid (yes or no): 8534.0004

Rev. 05-2024

Applicant InformationName (print): Pheng VUECompany: Bowl Ninety OneAddress: 100 E College Ave
Appleton WI 54911Telephone: 920 815 3184E-mail: pheng@bowl91.comDate: 05/05/2025Applicant Signature: [Signature]**Occupancy Information**General Description/Reason: Provide Customer with outdoor seating in front of our restaurantStreet Address: 100 E College Ave Appleton WI 54911 Sidewalk/roadway obstruction requested ☐ Y or ☐ N

- or -

Multiple Streets: _____

Date(s) From: April To: October 35 days or < ☐ 35 days or > ☐

(Requires Committee and Council Approval)

(Department use only)**Occupancy Type**

- ☐ Permanent - Obstruction (\$40)
☒ Temporary - Obstruction (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Awning
☐ Dumpster
☐ Sign
☐ Obstruction / Other
☐ POD / Container

Location

- ☒ Sidewalk
☐ Terrace
☐ Roadway

Additional Requirements

- ☒ Plan/Sketch ☒ Certificate of Insurance ☐ Bond
☐ Other : _____

Committee and Council Approval

Date: _____

Traffic Control Requirements ☐ N/A

- Type of Street: Proposed Traffic Control:
☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ Other (attach plan) _____

Approved by: _____ Date: _____

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements: _____**This permit approval is subject to the following conditions:**

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. Dumpsters/PODs/Containers shall be located within 12" of face of curb.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____

(Department of Public Works)

DATE: _____





DEPARTMENT OF
**PUBLIC
WORKS**

HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: _____

Insurance Coverage Details (if applicable):

- Insurance Carrier: State Farm
- Insurance Agent Name and Phone Number: Jordyn Hendzel 920 882 4200
- Policy Number: 99-CW-K729-4
- Policy Period: 01/01/2025 - 01/01/2026

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

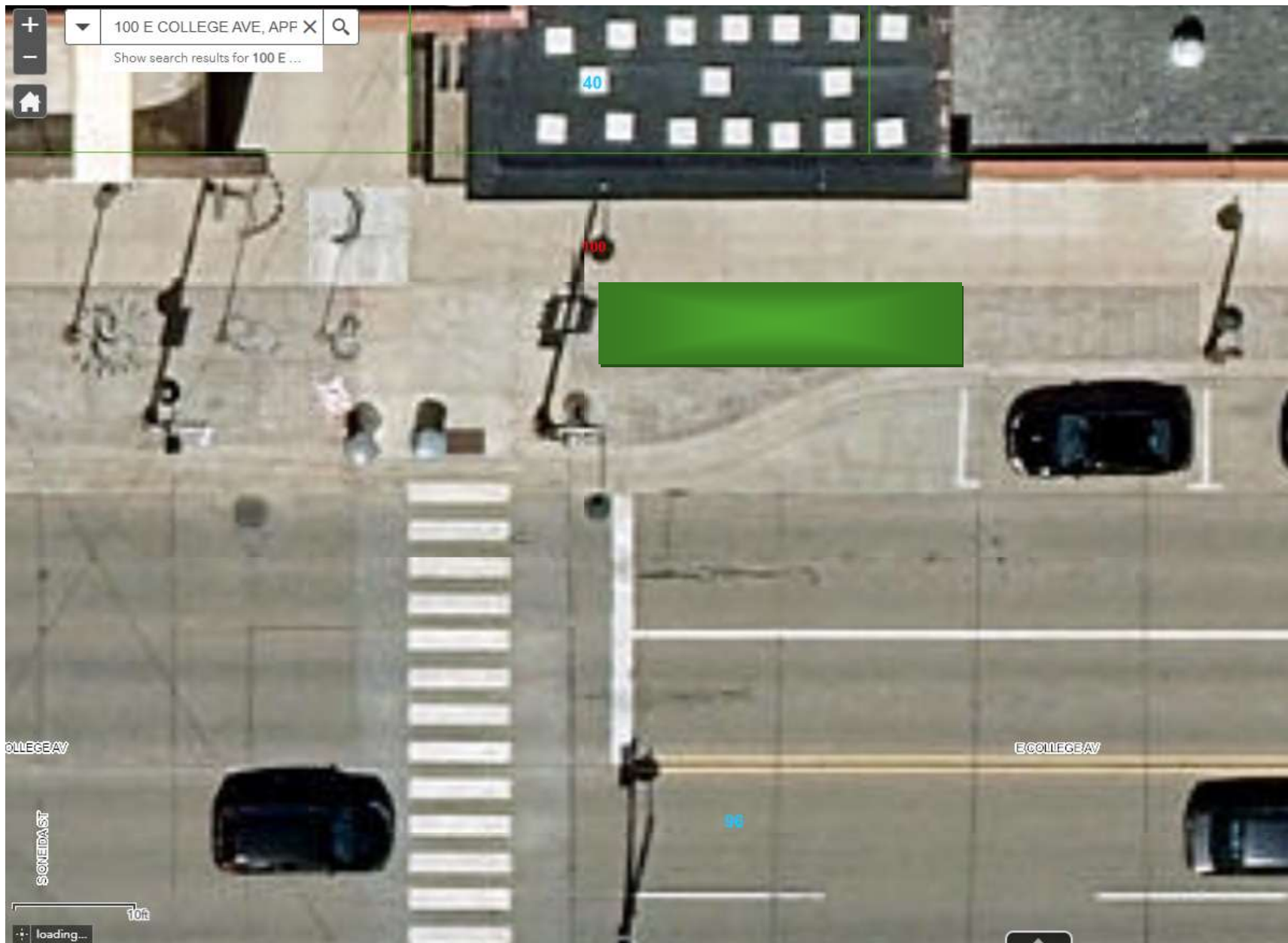
I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. Indemnify against any and all liability, loss, damage, and expenses, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant or anyone directly or indirectly employed by them, which may arise from the use of City right-of-way or property under this permit or license.

**I certify that this application, and all information and documentation provided therein,
is true and accurate.**

Bowl Ninety One
Name of Applicant/Organization
100 E College Ave
Address
Pheng @ bowl 91 . com
Email Address

Pheng VUE
Print Name
[Signature]
Signature
05/06/2025
Date





DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 9, 2025
To: Municipal Services Committee
From: Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2026 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,400.

The Department of Public Works is requesting approval for the award of the Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,400.

In February of 2021, the Common Council authorized a sole source professional services agreement with Desman Design Management ("Desman") for planning, design and administrative services related to the structural maintenance of the City's public parking ramps. This agreement was authorized for a five-year period, subject to continued satisfactory performance by Desman.

Desman completed a comprehensive update to their original 2019 structural condition analysis of all three of the City's parking ramps. The update included detailed descriptions of the structural condition of each ramp as well as general recommendations for short and long-term maintenance and repair needs. Accordingly, DPW developed a five-year Capital Improvement Plan to pursue recommended maintenance.

Per single-source contract authorizations provided at the April 10, 2023, and again at the November 11, 2024, Municipal Services Committee meetings, with Common Council approval on April 19, 2023 and November 20, 2024 respectively, DPW contracted with Desman to complete plans and specifications in City parking ramps. From 2023 to date, Desman provided these services to the satisfaction of DPW staff.

The 2025 Parking Utility budget includes \$100,000 for ramp structural repairs consulting services. Based on the Desman structural condition analysis and subsequent observations and discussions with DPW and Desman staff, DPW solicited and received a single-source proposal from Desman to provide consulting services for 2026 ramp structural/electrical/plumbing repairs and preventive maintenance design and construction related services work.



CITY OF APPLETON

MEMORANDUM

Date: 5/23/2025
To: Municipal Services Committee
From: Connor Deeg, E.I.T., Traffic Engineer
Subject: Approve ordinance change to install stop signs on Edgemere Drive at Kensington Drive

Based on a citizen complaint, the Traffic Section recently reviewed the intersection traffic control at the yield-controlled intersection of Edgemere Drive and Kensington Drive. This intersection is two intersections north of Newberry Street and primarily surrounded by residential land use.

In a typical intersection control study, the following characteristics are taken into consideration: 1) crash history, 2) safe approach speeds, 3) sight lines, and 4) traffic volumes. In this case, the entering volume of this intersection is approximately 1600 vehicles per day. A review of crash records indicated there were three reportable crashes at this intersection, one of which was deemed to be correctable by changing from yield to stop control. The critical approach speed for the intersection was found to be approximately 10 mph due to the nearby homes, apartments, and from the utilization of on-street parking.

Although this intersection does not meet the traffic volumes threshold, it does meet the crash frequency and critical approach speed thresholds for justification of two-way stop-control. As such, the Traffic Section recommends implementing two-way stop control. To accomplish this, the following ordinance action is required.

1. **Create:** "Install stop signs on Edgemere Drive at Kensington Drive."



CITY OF APPLETON

MEMORANDUM

Date: 06/02/2025

To: Municipal Services Committee

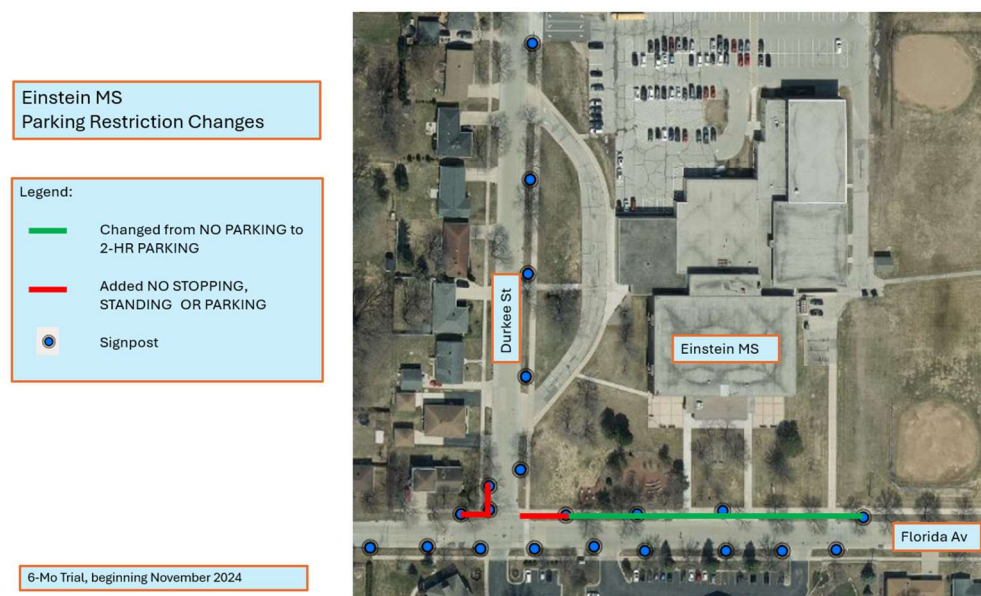
From: Mike Hardy, P.E., Traffic Engineer

Subject: Approve Parking changes on Florida Av and Durkee St by Einstein Middle School (follow-up to a 6-month evaluation)

At the request of the AASD, the City's Traffic Section recently assessed the possibility of changing the existing *No Parking* zone to a *2-hour Parking* zone adjacent to Einstein Middle School along Florida Avenue. Based on our review, we initiated an evaluation period in November of 2024.

The evaluation involved changing the *No Parking* zone to a *2-hour Parking* zone along the north side of Florida Avenue adjacent the school. Additional *No Stopping* zone designations were added at the Durkee Street / Florida Avenue intersection to help with visibility of vehicles and pedestrian (see *Figure 1* below). This change has had the desired effect, Einstein Middle School is satisfied, and we have not received any other feedback from the community. Based on this, we recommend the changes be made permanent.

Figure 1: 6 Month Evaluation Period Parking Changes, beginning November 2024



Additionally, this evaluation period revealed the existing school day restriction times of 7:30 a.m. to 4:30 p.m. do not align with the current school bell schedule for Einstein Middle School and Classical Charter School. Based on this, we recommend all school day restrictions along Durkee Street and Florida Avenue be updated to 7:00 a.m. to 4:00 p.m. Lastly, at the intersection of Durkee Street and Florida Avenue, we recommend the *No Stopping* zone designations become continuous.

To accomplish this, the following ordinance changes are necessary:

1. **Create:** "Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the north side of Florida Avenue from Durkee Street to a point 27 feet west of Durkee Street."
2. **Create:** "Stopping/standing/parking be prohibited on the west side of Durkee Street from Florida Avenue to a point 25 feet north of Florida Avenue."
3. **Create:** "Stopping/standing/parking be prohibited on the north side of Florida Avenue from Durkee Street to a point 45 feet east of Durkee Street."
4. **Create:** "Parking be restricted to two hours on school days from 7:00 a.m. to 4:00 p.m. on the north side of Florida Avenue a point 45 feet east of Durkee Street to a point 433 feet east of Durkee Street."
5. **Create:** "Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Durkee Street from Florida Avenue to a point 170 feet north of Florida Avenue."
6. **Create:** "No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:00 a.m. to 4:00 p.m. on school days on east side of Durkee Street a point 170 feet north of Florida Avenue to a point 422 feet north of Florida Avenue."
7. **Create:** "Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Durkee Street from a point 422 feet north of Florida Avenue to a point 535 feet south of Capitol Drive."
8. **Create:** "Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Durkee Street from Capitol Drive to a point 178 feet south of Capitol Drive."
9. **Create:** "Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on west side of Durkee Street from Capitol Drive to a point 510 feet south of Florida Avenue."
10. **Create:** "Stopping/standing/parking be prohibited on school days 7:00 a.m. to 4:00 p.m. on the south side of Florida Avenue from a point 85 feet east of Durkee Street to a point 450 feet east of Durkee Street."
11. **Repeal Ord. 173-11:** "Stopping, standing and parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the south side of Florida Avenue from Durkee Street to a point 140 feet west of Durkee Street."
12. **Create:** "Stopping/standing/parking be prohibited on the south side of Florida Avenue from Durkee Street to a point 75 feet west of Durkee Street."



CITY OF APPLETON

MEMORANDUM

Date: 5/22/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve ordinance changes for parking at 1500 N Durkee St, by Kaleidoscope Academy
(follow-up to a 6-month evaluation)

In response to a series of complaints from nearby residents, the City's Traffic Section recently assessed a parking-related situation on the 1500 block of N. Durkee Street that generally consisted of semis blocking the roadway while loading and unloading at Kaleidoscope Academy. After working with the school district and the neighborhood, Traffic Section staff developed a solution and initiated an evaluation in 2024.

The evaluation generally included the creation of a *Loading Zone* on the east side of the block as a way of ensuring semis have a safe and legal place to load and unload.

This arrangement has had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent. To accomplish this, the following ordinance change is necessary:

1. **Create:** "Designate a Loading Zone from 6:00 a.m. to 1:00 p.m. on School Days on the east side of Durkee Street from Circle Street to a point 75 feet south of Circle Street."



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : **25-059-T**Effective Date: **5/19/25**Expiration Date: **10/17/25 6/23/25**Non-Refundable Fee: **40.00**Paid (yes or no): **176006196**

Rev. 05-2024

Applicant InformationName (print): Cole Van LankveltCompany: Scott Lamers ConstructionAddress: W4527 County Hwy KK, Kaukauna, WI 54130Telephone: 920-759-9775E-mail: colev@scottlamers.comApplicant Signature: *Cole Van Lankvelt*Date: 5/12/25**Occupancy Information**General Description/Reason: Occupy Sidewalk during Lundgaard Park phase 2 construction projectStreet Address: 4900 N Lightning Dr, Appleton, WI 54913Sidewalk/roadway obstruction requested ☒ Y or ☐ N

- or -

Multiple Streets: _____

Date(s) From: 5/19/25To: 10/17/2535 days or < ☐ 35 days or > ☒

(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

- ☐ Permanent - Obstruction (\$40)
☒ Temporary - Obstruction (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Awning
☐ Dumpster
☐ Sign
☒ Obstruction / Other
☒ POD / Container

- ☐ Sandwich Board
☐ Tables/Chairs

Location

- ☒ Sidewalk
☐ Terrace
☐ Roadway

Additional Requirements☒ Plan/Sketch
☐ Other : _____☒ Certificate of Insurance☐ Bond

Committee and Council Approval

Date: _____

Traffic Control Requirements☐ N/A

Type of Street:

- ☐ Arterial/CBD
☐ Collector
☐ Local

Proposed Traffic Control:

- ☐ City Manual Page(s) _____
☐ State Manual Page(s) _____
☐ Other (attach plan) _____

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements: _____

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____

Mark Lahay/ CS

(Department of Public Works)

DATE: **05/12/25**



SEVEOAK-07

ATROTTER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 100290819 Hub International Midwest West 251 Progress Way Suite 300 Waunakee, WI 53597	CONTACT NAME: PHONE (A/C, No, Ext): (608) 849-6873 FAX (A/C, No): (608) 849-6871 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Society Insurance INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 15261
INSURED Seven Oaks HD, LLC Scott Lamers Construction LLC W229 County Road ZZ Kaukauna, WI 54130	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			CP10057031	2/11/2025	2/11/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA10057033	2/11/2025	2/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU10057034	2/11/2025	2/11/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC10057032	2/11/2025	2/11/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Appleton, and its officers, council members, agents, employees and authorized volunteers are listed as additional insured on the general liability on a primary and non-contributory with ongoing and completed operations when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Appleton 100 N Appleton St Appleton, WI 54911	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---



CITY OF APPLETON

MEMORANDUM

Date: 6/4/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Award of Unit P-25 Pavement Marking Maintenance Contract (Epoxy) to Brickline, Inc., in an amount not to exceed \$177,505.70.

Quotes were opened for the *Unit P-25 Pavement Marking Maintenance Contract* on June 2, 2025, as a means of establishing unit prices for this annual maintenance contract, which generally involves the installation and replacement of durable epoxy longitudinal and transverse pavement markings throughout the City.

Quotes were solicited from the only two contractors that provide this service in Wisconsin that we have had positive experiences with. Brickline, Inc., of Madison, Wisconsin, submitted the low quote with a total amount of \$167,505.70, which is 15% above our engineer's estimate. The increased unit prices in the quote appear to reflect this year's overall bidding environment (supply/demand) and tariffs.

Based on this, we recommend award of the contract to Brickline, Inc., in an amount not to exceed \$177,505.70 (which includes an additional \$10,000 for unanticipated work). This dollar amount is based on the combination of available budgeted funds for pavement marking maintenance and pavement markings that will be completed for other city projects.



CITY OF APPLETON

MEMORANDUM

Date: 5/22/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve Parking Changes - School Route Plan for Sandy Slope Elementary School

The Appleton Area School District's (AASD) new elementary school, Sandy Slope Elementary, will open in the fall of 2025 at the intersection of Lightning Drive and Edgewood Drive. In conjunction with this, staff from City Traffic Engineering, Appleton Police Department, AASD and East Central Regional Wisconsin Planning Commission (ECWRPC) have worked together to develop a *School Route Plan* as a way of providing safe bike and pedestrian access to and from the school.

The related intersection control changes were recently approved by Committee and Council. This included conversion to all-way stop control at the Ashbury / Lightning and Ashbury / Providence intersections. In order to implement these changes, minor parking restriction changes are necessary near the involved intersections.

To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited on the south side of Ashbury Drive from Providence Avenue to a point 52 feet east of Providence Avenue."
2. **Create:** "Parking be prohibited on the north side of Ashbury Drive from Providence Avenue to a point 70 feet west of Providence Avenue."
3. **Create:** "Parking be prohibited on the east side of Providence Avenue from Ashbury Drive to a point 57 feet north of Ashbury Drive."
4. **Create:** "Parking be prohibited on the west side of Providence Avenue from Ashbury Drive to a point 98 feet south of Ashbury Drive."
5. **Create:** "Parking be prohibited on the east side of Lightning Drive from a point 150 feet south of Ashbury Drive to a point 50 feet north of Ashbury Drive."
6. **Create:** "Parking be prohibited on the north side of Ashbury Drive from Lightning Drive to a point 171 feet west of Lightning Drive."



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 9, 2025
To: Municipal Services Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works / City Engineer
Eric Lom, City Traffic Engineer
Subject: Wilden Portfolio Park – New Street Design Approvals

Since the City's adoption of the Complete Streets Design Guide and Complete Streets Policy in 2024, the Department of Public Works (DPW) has presented new street design criteria to the Municipal Services Committee and Common Council for approval prior to Final Plat.

Action Item:

Approve the roadway design parameters for the proposed streets in the proposed Wilden Portfolio Park as follows:

- Evergreen Drive (Ballard Road to Meade Street):
 - Collector street designation.
 - 120' right-of-way.
 - 7' concrete sidewalks on both sides along the right-of-way line.
 - 8' outer vegetated terraces on both sides, adjacent to sidewalks.
 - 6.5' raised asphalt bike lanes on both sides, adjacent to outer terraces.
 - 8' inner vegetated terraces on both sides, adjacent to bike paths.
 - Boulevard street having two future concrete pavement sections with curb & gutter; each pavement section is 24' wide (from back of curb to back of curb).
 - 13' wide median separating the pavement sections.
 - On-street parking is not allowed.

- Milestone Drive (Ballard Road to “Road C”):
 - Collector street designation
 - 60’ right-of-way.
 - 7’ concrete sidewalks on both sides along the right-of-way line.
 - 11.5’ vegetated terraces on both sides, adjacent to sidewalks.
 - Street having a future concrete pavement section with curb & gutter; the pavement section is 29’ wide (from back of curb to back of curb).
 - On-street parking is not allowed.

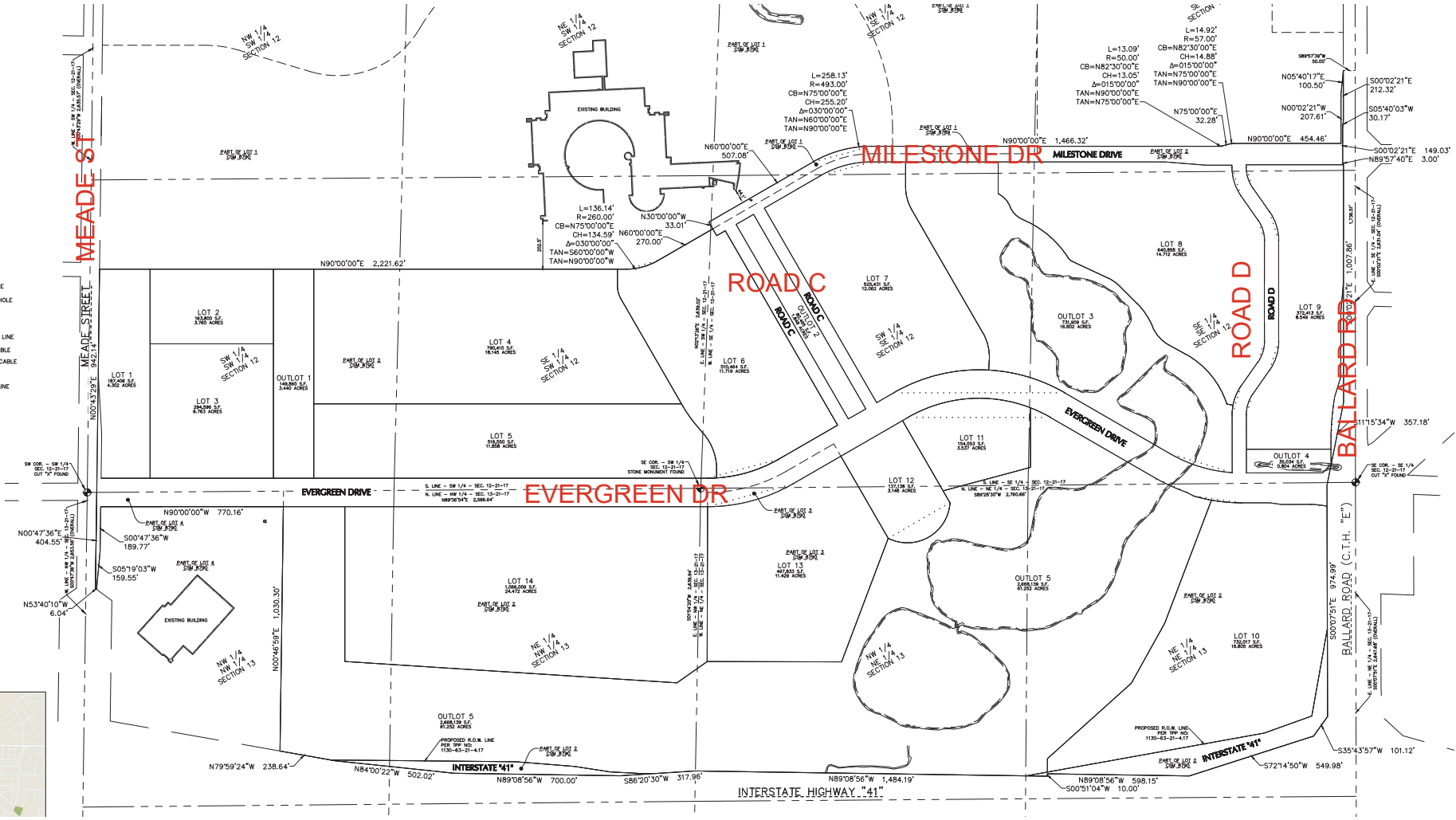
- Road C (Milestone Drive to Evergreen Drive):
 - Local street designation.
 - Two 52.5’ rights-of-way separated by a private outlot.
 - Each right-of-way contains the following:
 - 10.5’ Pedestrian Zone
 - A one-way street having a future concrete pavement section with curb & gutter having a total width of 40’ (from back of curb to back of curb). Each pavement section consists of:
 - 20’ wide through street.
 - 18’ wide on-street angled parking (one side only).
 - 4’ buffer strip adjacent to the private outlot.

- Road D, a.k.a. Commercial Road (Milestone Drive to Evergreen Drive):
 - Collector street designation
 - 60’ right-of-way.
 - 7’ concrete sidewalks on both sides along the right-of-way line.
 - 8.5’ vegetated terraces on both sides, adjacent to sidewalks.
 - Street having a future concrete pavement section with curb & gutter; the pavement section is 29’ wide (from back of curb to back of curb).
 - On-street parking is not allowed.

1900.

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ARY SEWER AND MANHOLE
R LINE AND HYDRANT
HEAD UTILITY LINE
GROUND FIBER OPTIC LINE
GROUND ELECTRIC CABLE
GROUND TELEPHONE CABLE
GROUND GAS LINE
GROUND IRRIGATION LINE
AND GUTTER
DRAIN LINE
ACCESS LINE
-OF-WAY LINE
CENT PROPERTY LINE
NAT. LOT LINE
LINK FENCE
FENCE

PROJECT
LOCATION



PRELIMINARY PLAT
4321 N. BALLARD ROAD • APPLETON, WI 54919

PROFESSIONAL SEAL

PRELIMINARY DATES
FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

CONSTRUCTION



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 9, 2025
To: Municipal Services Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works / City Engineer
Eric Lom, City Traffic Engineer
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Action Item:

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 - 6.5' raised asphalt bike lanes on both sides, adjacent to outer terraces.
 - 8' inner vegetated terraces on both sides, adjacent to bike paths.
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 - 13' wide median separating the pavement sections.
 - On-street parking is not allowed.

- Milestone Drive (Ballard Road to “Road C”):
 - Collector street designation
 - 66’ right-of-way.
 - 7’ concrete sidewalks on both sides along the right-of-way line.
 - 11.5’ vegetated terraces on both sides, adjacent to sidewalks.
 - Street having a future concrete pavement section with curb & gutter; the pavement section is 29’ wide (from back of curb to back of curb).
 - On-street parking is not allowed.

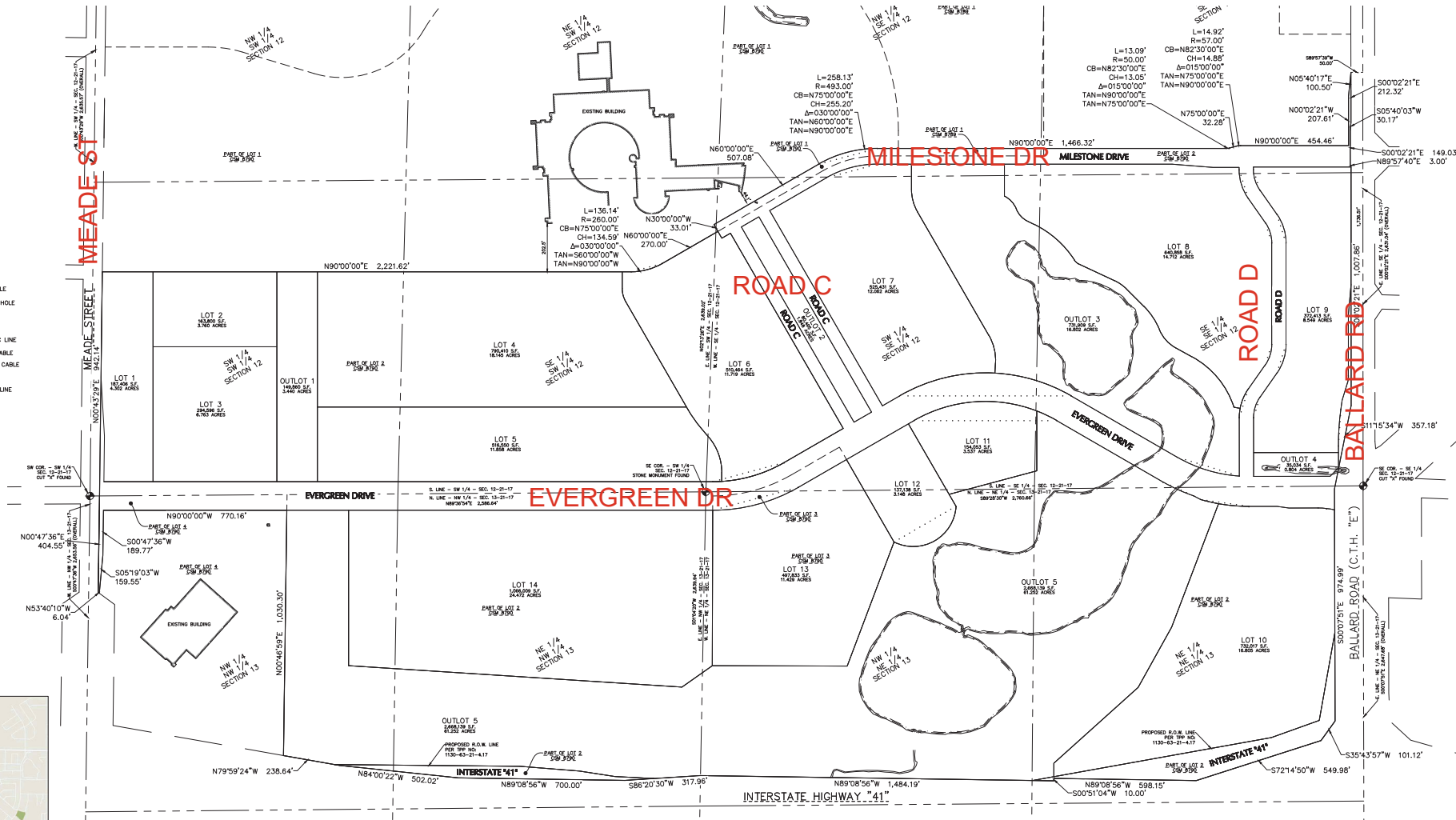
- Road C (Milestone Drive to Evergreen Drive):
 - Local street designation.
 - Two 52.5’ rights-of-way separated by a private outlot.
 - Each right-of-way contains the following:
 - 10.5’ Pedestrian Zone
 - A one-way street having a future concrete pavement section with curb & gutter having a total width of 38’ (from back of curb to back of curb). Each pavement section consists of:
 - 20’ wide through street.
 - 18’ wide on-street angled parking (one side only).
 - 4’ buffer strip adjacent to the private outlot.

- Road D, a.k.a. Commercial Road (Milestone Drive to Evergreen Drive):
 - Collector street designation
 - 60’ right-of-way.
 - 7’ concrete sidewalks on both sides along the right-of-way line.
 - 8.5’ vegetated terraces on both sides, adjacent to sidewalks.
 - Street having a future concrete pavement section with curb & gutter; the pavement section is 29’ wide (from back of curb to back of curb).
 - On-street parking is not allowed.

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FENCE

PROJECT
LOCATION



PRELIMINARY PLAT
4321 N. BALLARD ROAD • APPLETON, WI 54919

PROFESSIONAL SEAL

PRELIMINARY DATES

FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

CONSTRUCTION



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: _____
Paid (yes or no): _____

Rev. 05-2024

Applicant Information

Name (print): Jennifer Stephany Company: Appleton Downtown Inc / Farm Market
Address: 333 W College Ave STE 100 Telephone: 9209549112
Appleton, WI 54911 E-mail: jennifer@appletondowntown.org
Applicant Signature: *Jennifer Stephany* Date: 6/5/2025

Occupancy Information

General Description/Reason: Dumpsters for Farm Market season. We no longer have access to city center dumpsters and need a solution for the season.
We are requesting space on Allen st as close to Lawrence street as we can. An image was sent to DPW.
Street Address: Allen Street along the curb. Sidewalk/roadway obstruction requested ☐ Y or ☒ N
- or - Road clear
Multiple Streets: _____
Date(s) From: 6/20/20 To: 10/13/20 35 days or < ☐ 35 days or > ☒
(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

- ☐ Permanent - Obstruction (\$40)
☒ Temporary - Obstruction (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Awning
☒ Dumpster
☐ Sign
☐ Obstruction / Other
☐ POD / Container

Location

- ☐ Sidewalk
☐ Terrace
☒ Roadway

Additional Requirements

☐ Plan/Sketch ☐ Certificate of Insurance ☐ Bond Committee and Council Approval
☒ Other : meter bags Date: _____

Traffic Control Requirements

☐ N/A

Type of Street: Proposed Traffic Control:
☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ Other (attach plan) _____

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements: _____

Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. Dumpsters/PODs/Containers shall be located within 12" of face of curb.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____
(Department of Public Works)

DATE: _____





CITY OF APPLETON

MEMORANDUM

Date: June 4, 2025
To: Laura Jungwirth, Director of Public Works
From: Lily Paul, Economic Development Specialist
Subject: Red Ramp Mural Request

The Appleton Public Arts Committee met on June 4, 2025 and recommended approval of the request from Neo Medina and the Trout Museum of Art to paint a mural to be located inside of the Red Ramp located at 134 S. Superior Street (Tax Id #31-2-0090-00) **as described in the attached documents and subject to the following conditions:**

1. An agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size. Any proposed signs and their placement shall be approved by the Department of Public Works.
3. The applicant shall provide the Department of Public Works with a final placement of the mural prior to beginning the installation.
4. The applicant shall coordinate with the Department of Public Works regarding blocking applicable parking spaces and creating a designated area for the work to occur.
5. Applicant shall apply an anti-graffiti coating upon completion of the mural.
6. The mural will be completed during the day July 14 – 18, 2025 by Trout Museum of Art students. The artist will be on site evenings July 14 – 19, 2025.

The Committee offered a soft suggestion to the applicant pertaining to making the existing handicap parking sign more prominent by either outlining the signage with a darker color or changing the design to incorporate it into the mural.

Per the Art in Public Places Policy, the recommendation from the Appleton Public Arts Committee is forwarded to the committee of jurisdiction, in this case, the Municipal Services Committee. Please place this item on the agenda for the June 9, 2025 Municipal Services Committee meeting. Their recommendation would then be forwarded to the Common Council for consideration on June 18, 2025.

The staff memo prepared for the Public Arts Committee is attached as reference.



CITY OF APPLETON

MEMORANDUM

Date: June 4, 2025
To: Public Arts Committee
From: Lily Paul, Economic Development Specialist
Subject: Red Ramp Mural – Neo Medina & Trout Museum of Art

GENERAL INFORMATION

Owner: City of Appleton

Applicant: Neo Medina & Trout Museum of Art

Address/Parcel Number: 134 S. Superior Street (Parcel #31-2-0090-00)

Petitioner's Request: Applicant is requesting to paint a mural on the inside of the Red Ramp. The mural will be located near the east stairwell on the second floor. The mural will be painted by students participating in Spray Camp through the Trout Museum of Art and supervised by Neo Medina.

Appleton Public Arts Committee Meeting Date: June 4, 2025

Municipal Services Committee Meeting Date: June 9, 2025

Common Council Meeting Date: June 18, 2025

PROJECT DETAILS

Project Summary: Applicant is requesting to paint a mural on the inside of the Red Ramp. The mural will be located near the east stairwell (closest to Superior Street) on the second floor. The mural will be painted by students participating in the Trout Museum of Art Spray Camp and supervised by their instructor, Neo Medina. See attached mural design.

Reason for Choosing the Proposed Location: The mural will be located near the entrance to the east stairwell and visible to visitors. The mural will add interest and brighten up the walls of the ramp.

Description of How the Work is Installed/Anchored/Attached: Mural will be painted with top level exterior paint. An anti-graffiti coating will be applied after the mural is complete.

Timeline and Duration of Installation: The camp runs from Monday, July 14th through Friday, July 18th, during the day. The mural will be completed during the day from Wednesday, July 16th to

Friday, July 18th by Trout Museum of Art students and the artist. The artist may have to do some finishing touches in the evenings and into Saturday, July 19th, 2025.

Maintenance and Cost: The wall that the mural is proposed to be on will need to be power washed to remove any dirt or grime. This will be coordinated with the artist and Public Works/Facilities Department. Any maintenance or repair costs will be included in the agreement between the artist and the City.

Associated Signage: Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size. Any proposed signs and their placement shall be approved by the Department of Public Works.

Appleton Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* illustrates the importance of the arts community to Appleton and encourages the expansion and promotion of placemaking and arts in the City. The proposed public art project is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Chapter 3 – Community Vision #12: Creative place making and public art enhance the public realm and contribute to a vibrant economy.

Chapter 14 – Downtown Plan

- *Strategy 1.4 Install sculpture, murals, and other art in public locations throughout the downtown*
- *Strategy 2.1 Maintain and strengthen the vitality of the arts and entertainment niche*

Staff Comments: A certificate of insurance is on file from the Trout Museum, so no additional insurance certificates are needed.

RECOMMENDATION

Based upon the guidelines outlined in the Art in Public Places Policy, staff recommends that the proposed mural, located within the Red Ramp, as described in the attached documents, **BE APPROVED** subject to the following conditions:

1. An agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size. Any proposed signs and their placement shall be approved by the Department of Public Works.
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6. The mural will be completed during the day July 14 – 18, 2025 by Trout Museum of Art students. The artist will be on site evenings July 14 – 19, 2025.

Appleton Public art Application

Neo Medina

5/21/25

Description: The Trout Museum of Art will be hosting the 4th annual Spray camp class July 14th-18th of 2025. During this Class Neo teaches students the fundamentals of public art and mural making. This camp ends with the painting of an actual mural (last years was on the 3rd floor in the red ramp). We chose the red ramp again because of ideal working conditions as well as the fact that it's a great space to show visitors to our city some great artwork done by community for community. The Painting of the mural would begin on Wednesday the 16th and end by the 19th. The only prep work that would be needed would be to have the wall power washed to remove dirt and grime to ensure a quality finish and lifespan. Any maintenance/repair costs needed in the future will be worked out between Neo and the Trout Museum of Art



Superior Street

RECYCLED
PARKING
THIS SPACE

25-0586



Application for Mobile Home Park License

CASH OR CHECK ONLY!

LICENSE PERIOD IS FROM
JULY 1ST - JUNE 30TH

FEES ARE NON-REFUNDABLE

Date Rec'd 5/27/25☒ Mobile Home ParkTotal \$ 132.00

(CLMOBL) \$132.00

Receipt #: 8631-3

Note: Please allow approximately 3 weeks for application processing

SECTION 1 - COMPANY INFORMATION - Answer all questions completely. Please PRINT clearly.

Name of Company Holding License

FOX VALLEY ESTATES - MOORE ENTERPRISES, INC

Company Street Address

330 E JUPITER LN

City

APPLETON

State

WI

Zip

54915

Company Telephone Number

920-731-2344

In addition, no person shall conduct a business or operate a mobile home park as defined by Wisconsin Administrative Code 177.02 without obtaining a Health Department License from the Health Department in accordance with Wisconsin Administrative Code Chapter 177.

Company Email Address

FOXVALLEYESTATES@GMAIL.COM

SECTION 2 - CONTACT INFORMATION

Name of Contact applying for license (First, MI, Last)

SCOTT MOORE

Date of Birth

[REDACTED]

Contact Home Street Address

4349 TARNOWSKI RD

City

DULUTH

State

MN

Zip

55803

Contact Phone Number [REQUIRED]

[REDACTED]

Contact Email Address [REQUIRED]

[REDACTED]

SECTION 3 - LOCATION

Location of Mobile Home Park:

106 E PRIMROSE LN APPLETON

Total Number of Units:

79

Number of Units Occupied:

79

Number of Units Unoccupied:

0

SECTION 4 - PENALTY NOTICE

I hereby certify that I/we have familiarized myself/ourselves with Chapter 11 of the City of Appleton Municipal Code as it relates to Mobile Home Parks and that I/we will comply with said code.

Signature of Applicant:

Scott Moore

Date:

5/20/25

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reasoning
Police	<u>X</u>		<u>P. Goodin</u>	<u>JUN 02 2025</u>
Fire	<u>X</u>		<u>D. Hansen</u>	<u>5-27-25</u>
Public Works				
Inspections	<u>X</u>		<u>K. Cronnen</u>	<u>5-27-25</u>
Community Development	<u>X</u>		<u>D. Harp</u>	<u>MAY 28 2025</u>
Finance	<u>X</u>		<u>J. Huss</u>	<u>5-27-25</u>
Health	<u>X</u>		<u>D. Hansen</u>	<u>5-27-25</u>
Safety and Licensing			<u>6-11-25</u>	
Common Council				

Date sent for approval

MAY 27 2025

Approved date

Issued Date

Expiration Date

License Number

Return to the Office of the City Clerk: 100 N Appleton St, Appleton, WI 54911

25-0611



Application for Taxicab/Limousine Company License

CASH OR CHECK ONLY

☐ Original Application
☒ Renewal License
 # _____

FEES ARE NON-REFUNDABLE

☒ Fee Per Each Individual Date Rec'd 6/2/25
 Vehicle (CLLTSE) \$30.00 Total \$ 97.00
☒ Investigation Fee
 (CLLPF) \$7.00 Receipt #: 8078-4

LICENSE PERIOD IS FROM

July 1st - June 30th

Note: please allow 3 weeks for application processing

SECTION 1 - APPLICANT INFORMATION Answer all questions completely. Please PRINT clearly.

Company Name Z's Overflow LLC dba Phoenix Transportation
 Business Address 1280 S. Van Dyke Rd #3 City Appleton State WI Zip Code 54914
 Company Email Address [REQUIRED] Zoverflowllc@gmail.com Company Phone Number [REQUIRED] 920-840-6176
 Business Owners Name Zonea Mims Date of Birth _____ Gender F
 Business Owner Phone Number _____ Business Owner Email Address _____
 Driver's License Number _____ State Licensed WI

SECTION 2 - COMPANY HISTORY

Is the company currently licensed in any other municipality? YES (NO)
 If Yes, what municipality? _____
 Has the company ever been denied a license by any municipality? YES (NO)
 If Yes, please explain: _____
 Have any of the owners ever been convicted of a crime? YES (NO)
 If Yes, please explain: _____
 Describe the basic operations of the company:
Taxi Cab
 If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking?

SECTION 3 - VEHICLES TO BE OPERATED - Attach additional sheets if necessary

Vehicle Number	Capacity	Make/Model	DOT License Plate #
01	6	Dodge Grand Caravan	AVA 5127
02	3	Dodge Grand Caravan	ASR 2296
03	6	Chrysler Voyager	A2C 1328

SECTION 4 - INSURANCE NOTICE

Insurance Carrier Prime Insurance Company Insurance Agent Name Doreen Janssen
 Insurance Agent Phone Number _____ Insurance Agent Email Address _____
 Policy Number _____ Policy Period 4.03.2025 - 4.03.2026

SECTION 5- PENALTY NOTICE

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Applicant's Signature *James M. [Signature]* Date: 6/18/25

FOR OFFICE USE ONLY

Department	Approve	Deny	Date of Recommendation	Staff Member	
Risk Management					
Police	<i>X</i>		<i>JUN 04 2025</i>	<i>B. Goodin</i>	
Fire	<i>X</i>		<i>JUN 03 2025</i>	<i>D. Henson</i>	
Inspection	<i>X</i>		<i>JUN 03 2025</i>	<i>K. Craven</i>	
Safety and Licensing			<i>6-11-25</i>		
Common Council			<i>6-18-25</i>		
COI on File?	Denial Reasoning		Date Issued	Expiration Date	License Number
<input checked="" type="radio"/> YES <input type="radio"/> NO					

Return to Office of the City Clerk: 100 N. Appleton St, Appleton WI 54911

TAXICAB/LIMOUSINE/COMMERCIAL QUADRICYCLE
COMPANY LICENSE INFORMATION

- Taxicab/Limousine Service Company Licenses are required within the City of Appleton when individuals are intending to operate a taxicab or limousine company. See City of Appleton Municipal code Sec. 9-721 for more information and definitions.
 - Commercial Quadricycles as defined in §340.01(8m) of the Wisconsin Statutes are to be licensed as limousines.
- The process to obtain a Taxicab/Limousine Service License takes approximately 3 weeks from the date of application until the date of issuance and requires approval from several City departments, the Safety and Licensing Committee and the Common Council.
 - When applying for a Commercial Quadricycle license, proposed route maps are required to be submitted attached to the application. These maps are then reviewed for approval by the Appleton Police Department. See City of Appleton Municipal code Sec. 9-729 for more information.
- If your company is licensed in another Wisconsin municipality you are exempt from paying a fee to the City of Appleton. A completed, signed application form along with a current Certificate of Insurance is all that is required for the company.
- Each Taxicab/Limousine Service Company License includes a single Taxicab Driver's License.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansay & Associates, LLC. 4351 W College Ave Suite 310 Appleton WI 54914		CONTACT NAME: Tracy Boeing PHONE (A/C, No.): _____ E-MAIL ADDRESS: _____ FAX (A/C, No.): 920-560-7078		
INSURED Z's Overflow LLC 1280 S. Van Dyke Rd Ste 2 Appleton WI 54914		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Scottsdale Insurance Co		41297
		INSURER B : ICW Group		27847
		INSURER C : Prime Insurance Company		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 1491741978 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		CPG7924309	1/11/2025	1/11/2028	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COM/POP AGG	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
C	AUTOMOBILE LIABILITY		SC25041038	4/3/2025	4/3/2028	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	ANY AUTO					BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$
	DED	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WM5081997	1/31/2025	1/31/2026	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N				E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE	\$ 100,000
						E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Community Care, Inc
1801 Dolphin Drive
Waukesha WI 53186

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Warch

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Appleton
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 100
☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
☐ "Class A" Liquor (cider only) \$ _____ ☒ Reserve "Class B" Liquor \$ 10,500
☐ "Class C" Liquor (wine only) \$ _____ Deposit \$50

Fees	
License Fees	\$ <u>10,000</u>
Background Check Fee	\$ <u>28</u>
Publication Fee	\$ <u>60</u>
Total Fees	\$ <u>10,088</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>American Food & Vending Corporation</u>			
2. Business Trade Name or DBA <u>American Dining Creations</u>			
3. FEIN		4. Wisconsin Seller's Permit Number <u>456-1026386551-02</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>NY</u>		7. Date of Organization <u>09/26/1990</u>	
8. Wisconsin DFL Registration Number			
9. Premises Address <u>711 E. Boldt Way</u>			
10. City <u>Appleton</u>		11. State <u>WI</u>	12. Zip Code <u>54915</u>
13. County <u>Outagamie</u>		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of <u>Appleton</u>	
15. Aldermanic District			
16. Premises Phone <u>(920) 238-3402</u>		17. Premises Email <u>knoel@afvusa.com</u>	
18. Website <u>https://adc-us.com/</u>			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Warch Campus Center licensed area is approx. 94,600 sq. ft. Entire Basement and Floors 1-4 of Warch Campus Center. Storage is within single interior room on basement level. Sales and Consumption allowed on: 1 st Floor - Andrews Commons Café dining and serving area and adjacent conference rooms off of main dining area. Schumann, Parrish, and Perille Rooms. Single interior room for document storage on 1 st Floor. 2 nd Floor - Hurvis and Mead Witter Rooms. 3 rd Floor - Kraemer, Art Gallery, Pusey, and Somerset Rooms. 4 th Floor - Arthur Vining Davis and Runkel Rooms.			
20. Mailing Address (if different from premises address) <u>124 Metropolitan Park Drive</u>			
21. City <u>Syracuse</u>		22. State <u>NY</u>	23. Zip Code <u>13088</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated	Location	Trial Date	
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date	
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are there charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.	
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, provide the name of the restricted investor and describe the nature of the interest.	
4. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.	
4a. Name of Business Entity	4b. Business Entity FEIN
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Part C: Individual Information	
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.	
Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.	
Last Name	First Name
Wells	Martin
Wells	Steven
Wells	Joshua
Noel	Kelly
Title	
President	
VP & Secretary	
VP, Sec. & COO	
Agent	
Phone	
Part D: Attestation	
One of the following must sign and attest to this application:	
<input type="checkbox"/> sole proprietor <input type="checkbox"/> one general partner of a partnership <input type="checkbox"/> one corporate officer <input type="checkbox"/> one member of an LLC	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Last Name	First Name
Noel	Kelly
M.I.	A
Title	Resident District Manager
Signature	Kelly Noel
Date	5/14/25
Part E: For Clerk Use Only	
Date Application Was Filed With Clerk	License Number
5/21/25	
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form
AB-101

Alcohol Beverage
Appointment of Agent

Date
05/14/2025

Agent Type (check one)

☒ Original (no fee)

☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

American Food & Vending Corporation

2. Business Trade Name or DBA

American Dining Creations

3. Entity Type (check one)

☐ Limited Liability Company

☒ Corporation

☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License

☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.
N/A

Part B: Agent Information

1. Last Name

Noel

2. First Name

Kelly

3. M.I.

A.

4. Email

5. Phone

6. Home Address

1242 Stine Way

7. City

De Pere

8. State

WI

9. Zip Code

54115

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement?
Submit proof of completion.

☒ Yes ☐ No

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or
Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?

☒ Yes ☐ No


3. Have you been a Wisconsin resident for at least 90 continuous days?
See instructions for exceptions.

☒ Yes ☐ No

Continued →

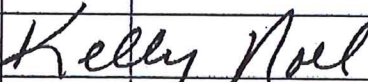
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Wells	First Name Martin	M.I.
Title President	Email	Phone
Signature 		Date 5/19/25

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Noel	First Name Kelly	M.I. A.
Signature 		Date 5/14/25



City of Appleton

Alcohol License Questionnaire

1. Applicant Name: American Food & Vending Corporation
2. Business Name: American Dining Creations

Date the LLC/corporation/partnership/sole proprietorship commenced: 09/26/1990

NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 711 E. Boldt Way

4. Primary Business Activity:

- ☐ Restaurant
- ☐ Tavern/Night Club/Wine Bar
- ☐ Painting/Craft Studio
- ☒ Other (describe) College food & beverage service.

5. Select the type of business premises: ☒ Existing Building ☐ New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: Warch Center

If existing building, will there be construction or renovations? ☐ Yes ☒ No

If yes, explain _____

NOTE: Contact the Inspections department (920-832-6411) for information on building codes and permits.

N/A - occupying space under an agreement with Lawrence University.

6. Do you lease or own the building? ☐ Lease ☐ Own

NOTE: Proof of control of premises is required to be submitted with an alcohol license application. Acceptable documents include a lease or purchase agreement.

What is the date of purchase or the date the lease began? N/A

7. Did you purchase the business from another individual or entity? ☐ Yes ☐ No N/A

If yes, is your acquisition of the business based upon an "arm's length transaction"?

An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

☐ Yes ☐ No

If yes, are you related to the former business owner/licensee by blood, adoption, or marriage?

☐ Yes ☐ No

Did you hold ANY interest in the previously licensed business, or related real estate or equipment used by the previous business?

☐ Yes ☒ No

If yes, explain: _____

8. Anticipated date of opening? Currently serving as the food provider at Lawrence University. Would like to begin liquor services by 6/15/25.

9. Will your business sell or serve food?

Yes ☒ If yes, please describe the type of food offerings available Catering food, Buffets, served meals, or reception events

No ☐

10. Fill in the information about operational details listed below. Attaching a copy of the floor plan is encouraged.

Seating Capacity:

Inside: 1,092 -

Outside: N/A

Operating Days/Hours:

Inside: 7am - 11pm daily - based on catering events.

Outside: N/A

Employees/Staff (per shift/day)

Number of Personnel:

- 1st floor, Schumann, Parrish, and Perille hold 12 people each.
- 2nd floor, Hurvis and Mead Witter each hold 150 people.
- 3rd floor, Kraemer holds 24 people, the Art Gallery holds 200, Pusey holds 100, and Somerset holds 400.
- 4th floor, Arthur Vining Davis and Runkel hold 16 people each.

Varies based on needs. We currently have 6 managers and 62 team members that work in food service. Only limited numbers working with catering and alcohol.

Approximate floor building area of the premises to be licensed:

Level 0: 13,500 sq. ft.
Level 1: 23,800 sq. ft.
Level 2: 23,800 sq. ft.
Level 3: 23,800 sq. ft.
Level 4: 9,700 sq. ft.

sq. ft.

Approximate outdoor area of the premises to be licensed:

0

sq. ft.

Summarize the day-to-day operations of the business in the space below:

College foodservice that has one all-you-care-to-eat location, one Café retail location, and one c-store location. Catering Operation that supplies food for events throughout campus buildings. Alcohol would be limited to catering events only and areas within licensed premises.

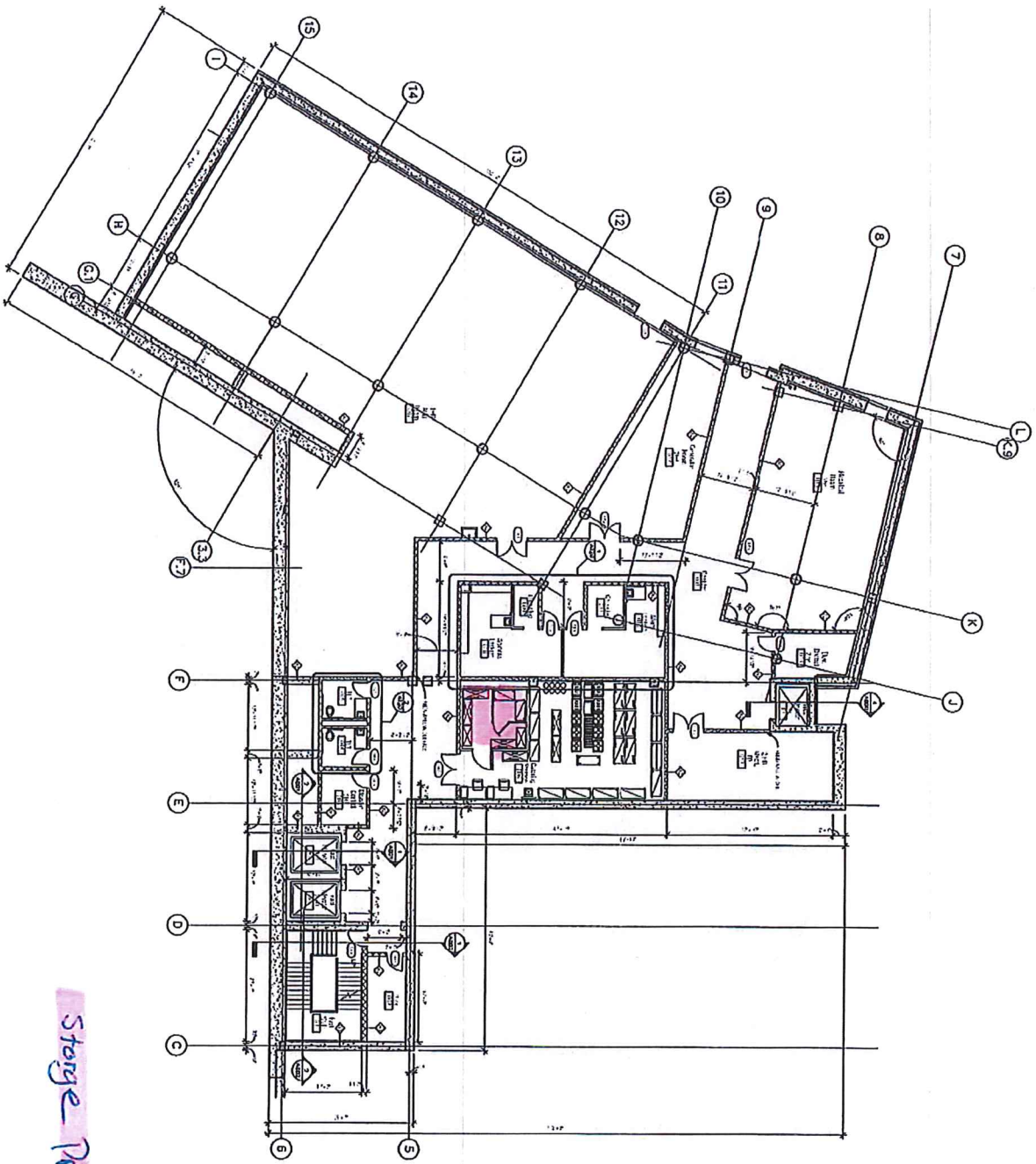
I, the applicant, understand that providing materially false information on this or any application for a license or permit under State Statute §125 is subject to civil, monetary, and license penalties. I understand that providing false information to a police officer in conjunction with the required background check for this application is subject to criminal and civil prosecution as "obstructing an officer".

Signature

Kelly Noel

Date

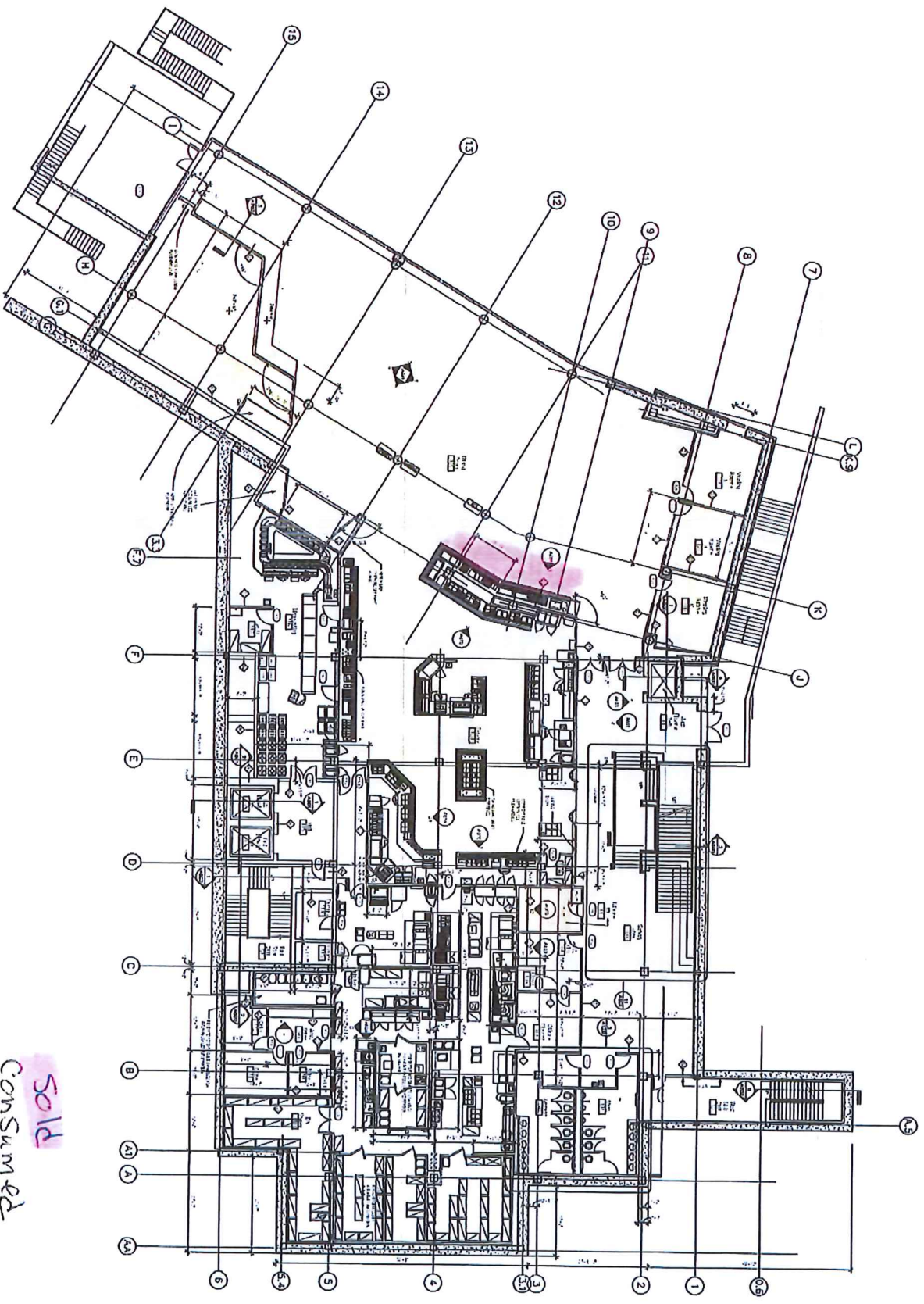
5/14/25



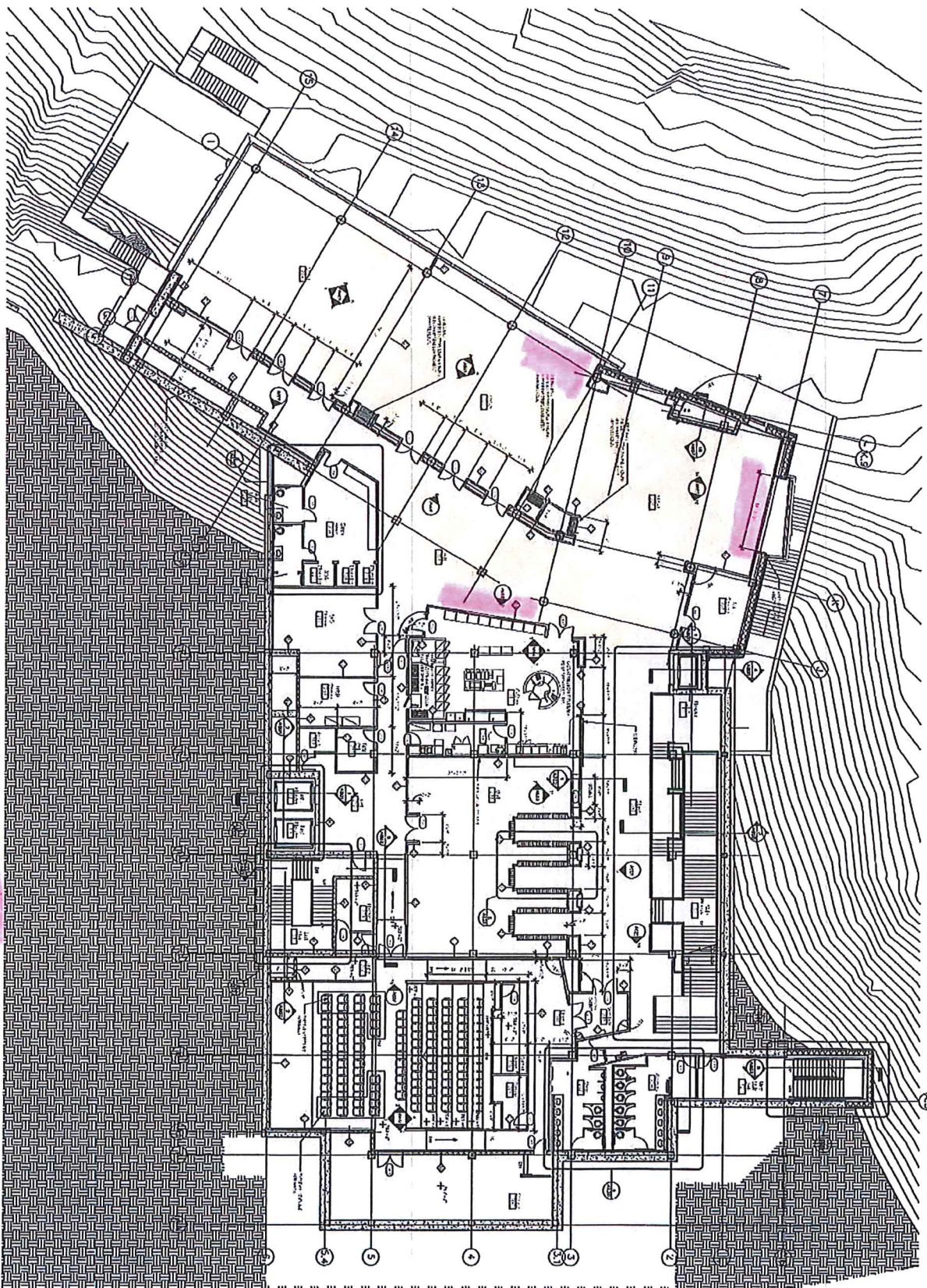
Storage Product

Level 0

Level 1



Sold
Consumed
Doc Storage

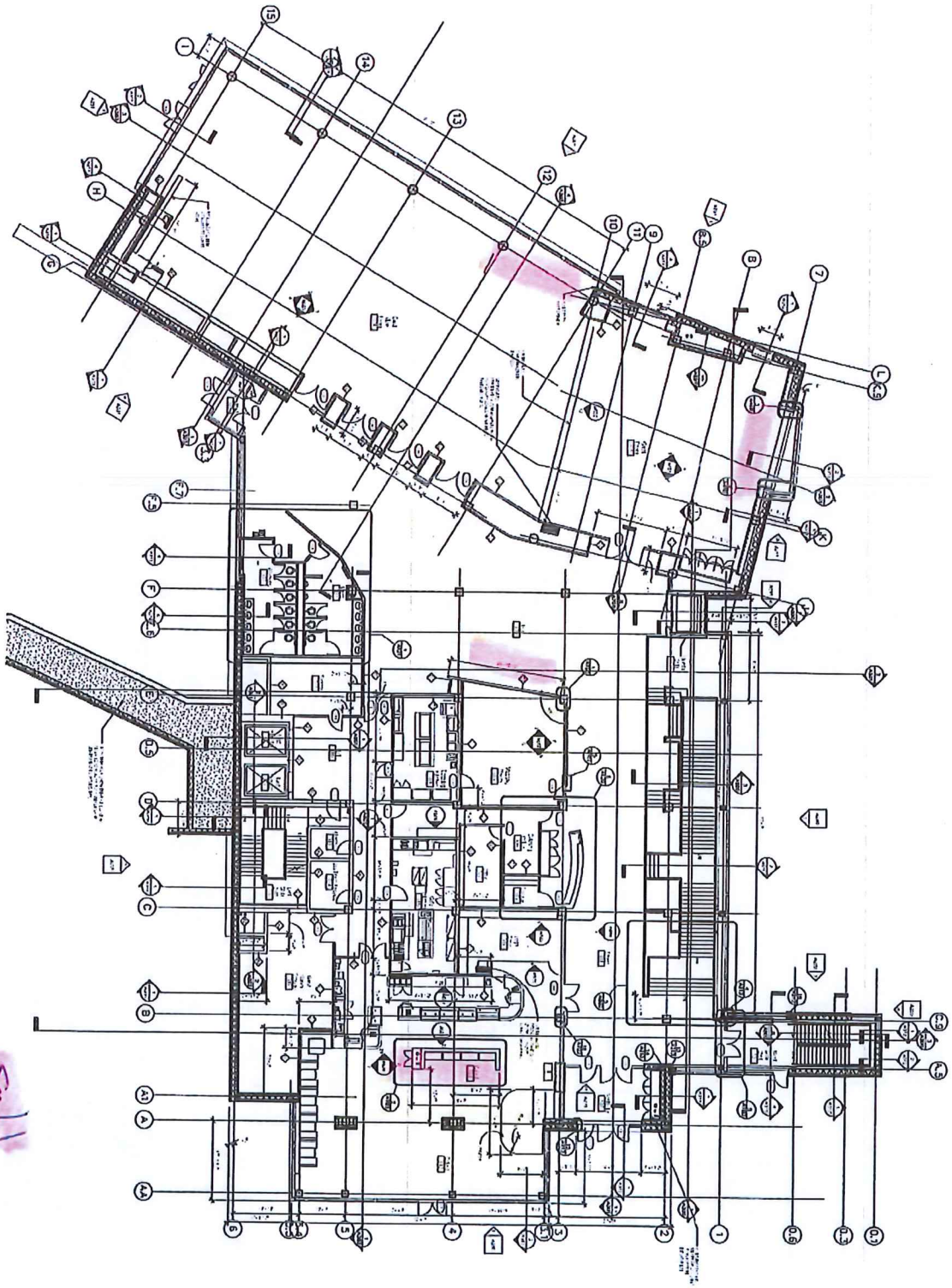


Level 2

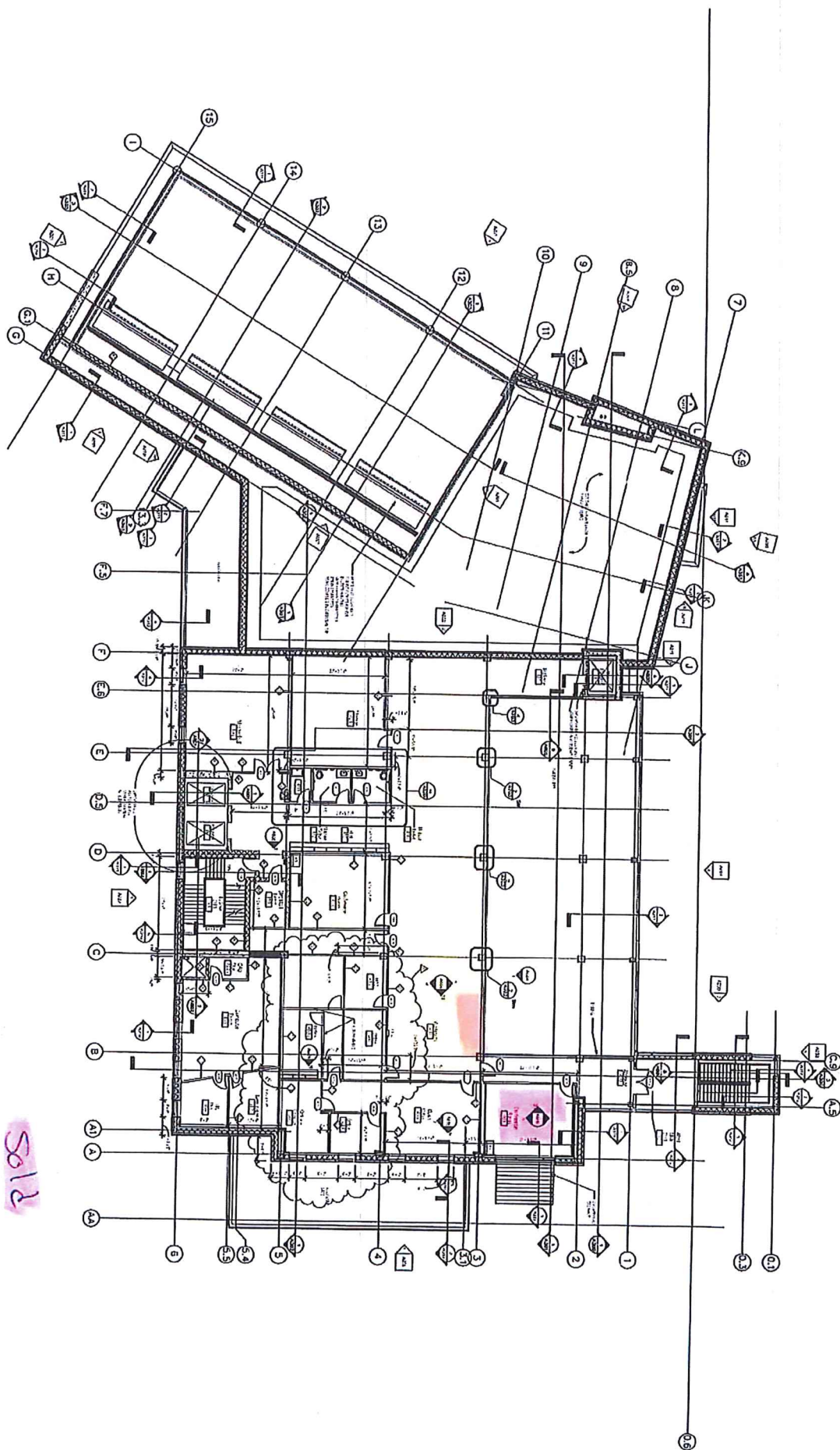
Sold
Conserved

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2012



Level 3



Leve 14

Consumed

Soil

Banta Bowl

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Appleton
License Period	

License(s) Requested (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____
☐ "Class A" Liquor \$ _____
☐ "Class A" Liquor (cider only) \$ _____
☒ "Class C" Liquor (wine only) \$ 100
- ☒ Class "B" Beer \$ 100
☐ "Class B" Liquor \$ _____
☐ Reserve "Class B" Liquor \$ _____
- Deposit \$50

Fees	
License Fees	\$ 200
Background Check Fee	\$ 0
Publication Fee	\$ 60
Total Fees	\$ 260

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) American Food & Vending Corporation			
2. Business Trade Name or DBA American Dining Creations			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1026386551-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization NY		7. Date of Organization 09/26/1990	
8. Wisconsin DFI Registration Number A056771			
9. Premises Address 1201 E John Street			
10. City Appleton		11. State WI	12. Zip Code 54915
13. County Outagamie		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton	
15. Aldermanic District		16. Premises Phone (920) 238-3402	
17. Premises Email knoel@afvusa.com		18. Website https://adc-us.com/	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Banta Bowl licensed area is approx. 18,505 sq. ft. Entire premises of Banta Bowl site. Sales are limited to plaza adjacent to Ron Roberts Field and interior of building on plaza. Storage is within interior room of building located on plaza. Consumption within interior of building on plaza, on plaza and all seating areas at Ron Roberts Field.			
20. Mailing Address (if different from premises address) 124 Metropolitan Park Drive			
21. City Syracuse		22. State NY	23. Zip Code 13088

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated	Location	Trial Date	
Penalty Imposed	Was sentence completed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date	
Penalty Imposed	Was sentence completed?		<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.			
Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Wells	Martin	President	
Wells	Steven	VP & Secretary	
Wells	Joshua	VP, Sec. & COO	
Noel	Kelly	Agent	
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name	First Name	M.I.	
Noel	Kelly	A	
Title	Email	Phone	
Resident District Manager			
Signature	Date		
Kelly Noel	5/14/25		
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/21/25			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form
AB-101

**Alcohol Beverage
Appointment of Agent**

Date
05/14/2025

Agent Type (check one)

☒ Original (no fee)

☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

American Food & Vending Corporation

2. Business Trade Name or DBA

American Dining Creations

3. Entity Type (check one)

☐ Limited Liability Company

☒ Corporation

☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License

☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

N/A

Part B: Agent Information

1. Last Name

Noel

2. First Name

Kelly

3. M.I.

A.

4. Email

5. Phone

6. Home Address

1242 Stine Way

7. City

De Pere

8. State

WI

9. Zip Code

54115

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement?
Submit proof of completion.

☒ Yes ☐ No

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or
Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?

☒ Yes ☐ No


3. Have you been a Wisconsin resident for at least 90 continuous days?
See instructions for exceptions.

☒ Yes ☐ No

Continued →

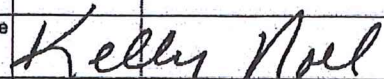
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Wells		First Name Martin		M.I.
Title President		Email		Phone
Signature 			Date 5/19/25	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Noel		First Name Kelly		M.I. A.
Signature 			Date 5/14/25	



City of Appleton

Alcohol License Questionnaire

1. Applicant Name: American Food & Vending Corporation
2. Business Name: American Dining Creations

Date the LLC/corporation/partnership/sole proprietorship commenced: 09/26/1990
NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 1201 E John Street

4. Primary Business Activity:

- ☐ Restaurant
☐ Tavern/Night Club/Wine Bar
☐ Painting/Craft Studio
☒ Other (describe) Sports complex with catering.

5. Select the type of business premises: ☒ Existing Building ☐ New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: The Banta Bowl Stadium

If existing building, will there be construction or renovations? ☐ Yes ☒ No

If yes, explain _____

NOTE: Contact the Inspections department (920-832-6411) for information on building codes and permits.

N/A - occupying space under an agreement with Lawrence University.

6. Do you lease or own the building? ☐ Lease ☐ Own

NOTE: Proof of control of premises is required to be submitted with an alcohol license application. Acceptable documents include a lease or purchase agreement.

What is the date of purchase or the date the lease began? N/A

7. Did you purchase the business from another individual or entity? ☐ Yes ☐ No N/A

If yes, is your acquisition of the business based upon an "arm's length transaction"?

An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

☐ Yes ☐ No

If yes, are you related to the former business owner/licensee by blood, adoption, or marriage?

☐ Yes ☐ No

Did you hold ANY interest in the previously licensed business, or related real estate or equipment used by the previous business?

☐ Yes ☒ No

If yes, explain: _____

8. Anticipated date of opening?

Currently serving as the food provider at Lawrence University. Would like to begin liquor services by 6/15/25.

9. Will your business sell or serve food?

Yes ☒

If yes, please describe the type of food offerings available

Catering food,
Buffets, served meals, or reception events

No ☐

10. Fill in the information about operational details listed below. Attaching a copy of the floor plan is encouraged.

Seating Capacity:

Inside:

N/A

Outside:

3,676

Operating Days/Hours:

Inside:

N/A

Outside:

7am - 11pm daily - based on catering events.

Employees/Staff (per shift/day)

Number of Personnel:

Varies based on needs

Approximate floor building area of the premises to be licensed: 100 sq. ft.

Approximate outdoor area of the premises to be licensed: 18,405 sq. ft.

Summarize the day-to-day operations of the business in the space below:

Sports complex with catering requests before and after games during university events.

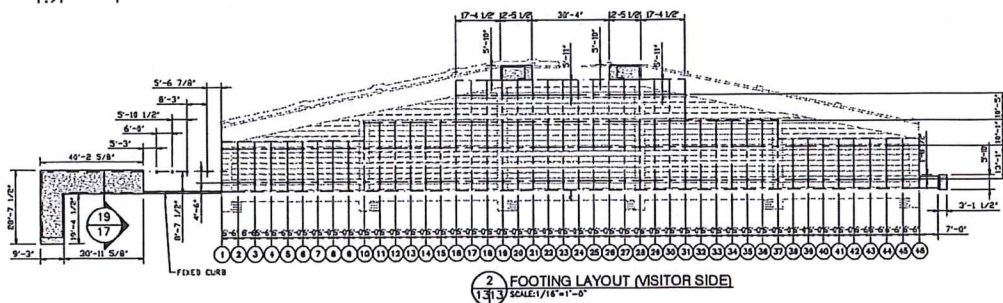
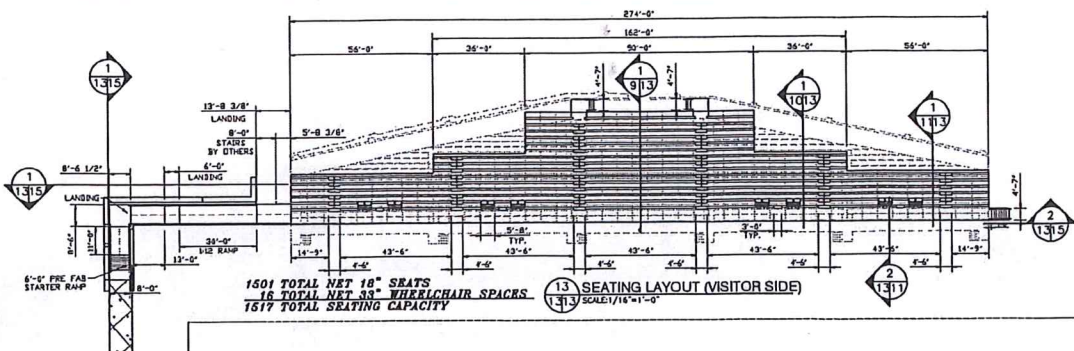
I, the applicant, understand that providing materially false information on this or any application for a license or permit under State Statute §125 is subject to civil, monetary, and license penalties. I understand that providing false information to a police officer in conjunction with the required background check for this application is subject to criminal and civil prosecution as "obstructing an officer".

Signature

Kelly Noel

Date

5/14/25



LOADS DESCRIPTION

NOTE: DESIGN LOADS @ EACH COLUMN LOCATION	
D = (DEAD LOAD)	VERTICAL LOAD - DOWN
L = (LIVE LOAD)	VERTICAL LOAD - DOWN
H = (HORIZONTAL WIND LOAD)	HORIZONTAL WIND LOAD - DOWN
S = (LONGITUDINAL WIND)	HORIZONTAL WIND LOAD - DOWN
SW = (LONGITUDINAL WIND)	HORIZONTAL WIND LOAD - DOWN
SL = (LONGITUDINAL WIND)	HORIZONTAL WIND LOAD - DOWN

15 ROW (VISITOR SIDE)

ROW "A"	ROW "B"	ROW "C"	ROW "D"
D 0.8'	0.8'	0.8'	0.8'
L 5.8'	7.0'	6.3'	6.8'
H 2.8'	N/A	N/A	N/A
S 1.0'	N/A	N/A	N/A
SW 0.8'	1.3'	1.3'	1.3'
SL 0.3'	0.3'	0.2'	0.3'

9 ROW (VISITOR SIDE)

ROW "A"	ROW "B"	ROW "C"
D 0.8'	0.8'	0.5'
L 5.8'	7.0'	3.3'
H 2.0'	N/A	N/A
S 0.6'	N/A	N/A
SW 0.8'	1.3'	0.6'
SL 0.3'	0.3'	0.1'

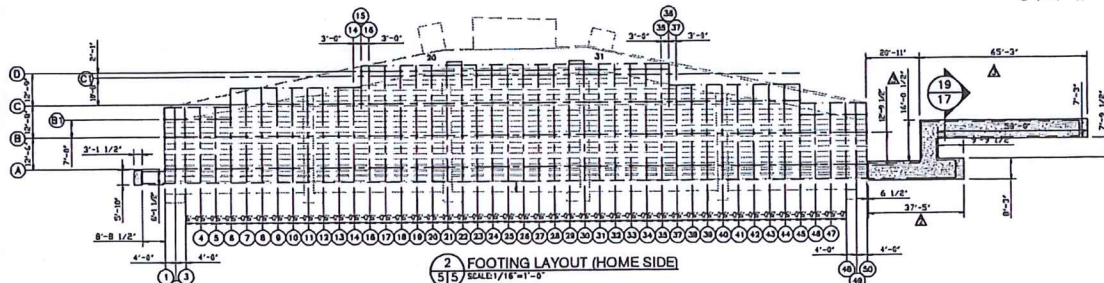
6 ROW (VISITOR SIDE)

ROW "A"	ROW "B"
D 0.8'	0.8'
L 5.8'	5.8'
H 1.7'	N/A
S 0.4'	N/A
SW 0.8'	1.1'
SL 0.3'	0.1'

ADLER GROUP
ARCHITECTS
1000 N. MICHIGAN AVE.
SUITE 1000
ANN ARBOR, MI 48106
TEL: 734.769.1000
FAX: 734.769.1001
WWW.ADLERGROUP.COM

SEATING & FOOTING (VISITOR SIDE)
30' TREAD / 15 RISE X 20' X 20'
LAWRENCE UNIVERSITY
BANTA BOWL
APPLETON, WISCONSIN

16080
13 17



NOTE: DESIGN LOADS @ EACH COLUMN LOCATION		
D =	(DEAD LOAD)	(VERTICAL LOAD - DOWN)
L =	(LIVE LOAD)	(VERTICAL LOAD - DOWN)
H =	(HORIZONTAL WIND LOAD)	(HORIZONTAL WIND PERPENDICULAR TO BLEACHER - HORIZONTAL)
S =	(HORIZONTAL SURF)	(HORIZONTAL SURF LOAD PERPENDICULAR TO BLEACHER - HORIZONTAL)
S ₁ =	(LONGITUDINAL SURF)	(HORIZONTAL SURF LOAD PARALLEL TO BLEACHER - HORIZONTAL)
S ₂ =	(LONGITUDINAL SURF)	(VERTICAL LOAD - DOWN DUE TO SURF PARALLEL TO BLEACHER)

16 ROW (HOME SIDE)				
	ROW "A"	ROW "B"	ROW "C"	ROW "D"
D	0.9"	1.0"	1.0"	0.7"
L	6.8"	7.5"	7.7"	5.2"
H	3.0"	N/A	N/A	N/A
S	1.0"	N/A	N/A	N/A
S_u	0.8"	1.5"	1.5"	1.1"
S_u	0.3"	0.3"	0.3"	0.2"

	ROW "A"	ROW "B"	ROW "C"
O	0.5'	1.0'	1.0'
L	6.6'	7.6'	7.7'
H	2.6'—	N/A	N/A
S	0.5'—	N/A	N/A
S _u	0.8'—	1.5'—	1.6'—
S _v	0.3'	0.3'	0.3'

	ROW "A"	ROW "B"	ROW "B1"
D	0.9"	0.8"	0.9"
L	6.6"	5.9"	4.6"
H	2.2"	N/A	N/A
S	0.6"	N/A	N/A
S _h	0.8"	1.2"	1.1"
S _w	0.3"	0.3"	0.2"

Storage of Products & Deposits
SOLD
Consumed



AREA: 324,211 SQUARE FEET / 7.44 ACRES

OVERALL SITE AREA

Warch

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Appleton
License Period	25-26

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____
 ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____
 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____
 ☒ Reserve "Class B" Liquor \$ 500
- ☐ "Class C" Liquor (wine only) \$ _____

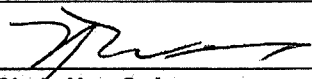
Fees	
License Fees	\$ <u>600</u>
Background Check Fee	\$ <u>0</u>
Publication Fee	\$ <u>60</u>
Total Fees	\$ <u>660</u>

Part A: Premises/Business Information

1. Legal Business Name (Individual name if sole proprietorship) American Food & Vending Corporation			
2. Business Trade Name or DBA American Dining Creations			
3. FEIN -		4. Wisconsin Seller's Permit Number 456-1026386551-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization NY		7. Date of Organization 09/26/1990	
8. Wisconsin DFI Registration Number A056771			
9. Premises Address 711 E. Boldt Way			
10. City Appleton		11. State WI	12. Zip Code 54915
13. County Outagamie		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Appleton</u>	
15. Aldermanic District			
16. Premises Phone (920) 238-3402		17. Premises Email knoel@afvusa.com	
18. Website https://adc-us.com/			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Warch Campus Center licensed area is approx. 94,600 sq. ft Entire Basement and Floors 1-4 of Warch Campus Center. Storage is within single interior room on basement level. Sales and Consumption allowed on: 1 st Floor - Andrews Commons Café dining and serving area and adjacent conference rooms off of main dining area. Schumann, Parrish, and Perille Rooms. Single Interior room for document storage on 1 st Floor. 2 nd Floor - Hurvis and Mead Witter Rooms. 3 rd Floor - Kraemer, Art Gallery, Pusey, and Somerset Rooms. 4 th Floor - Arthur Vining Davis and Runkel Rooms.			
20. Mailing Address (if different from premises address) 124 Metropolitan Park Drive			
21. City Syracuse		22. State NY	23. Zip Code 13088

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary. Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Wells	Martin	President	
Wells	Steven	VP & Secretary	
Wells	Joshua	VP, Sec. & COO	
Noel	Kelly	Agent	
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name		First Name	M.I.
Wells		Martin	
Title	Email		Phone
President			
Signature 		Date <u>5/19/25</u>	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
<u>5/21/25</u>			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Banta Bowl

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Appleton
License Period	25-26

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____
 ☒ Class "B" Beer \$ _____
- ☐ "Class A" Liquor \$ _____
 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____
 ☐ Reserve "Class B" Liquor \$ _____
- ☒ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 200
Background Check Fee	\$ 0
Publication Fee	\$ 60
Total Fees	\$ 260

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) American Food & Vending Corporation			
2. Business Trade Name or DBA American Dining Creations			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1026386551-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization NY		7. Date of Organization 09/26/1990	
8. Wisconsin DFI Registration Number A056771			
9. Premises Address 1201 E John Street			
10. City Appleton		11. State WI	12. Zip Code 54915
13. County Outagamie		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Appleton</u>	
15. Aldermanic District			
16. Premises Phone (920) 238-3402		17. Premises Email knoel@afvusa.com	
18. Website https://adc-us.com/			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Banta Bowl licensed area is approx. 18,505 sq. ft. Entire premises of Banta Bowl site. Sales are limited to plaza adjacent to Ron Roberts Field and interior of building on plaza. Storage is within interior room of building located on plaza. Consumption within interior of building on plaza, on plaza and all seating areas at Ron Roberts Field.			
20. Mailing Address (if different from premises address) 124 Metropolitan Park Drive			
21. City Syracuse		22. State NY	23. Zip Code 13088

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No beverages.
If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

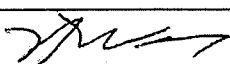
Last Name	First Name	Title	Phone
Wells	Martin	President	
Wells	Steven	VP & Secretary	
Wells	Joshua	VP, Sec. & COO	
Noel	Kelly	Agent	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Wells	Martin	
Title	Email	Phone
President		
Signature 	Date	
	5/19/25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/21/25			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

2025-2026 RENEWALS

CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Walgreen Co Stephanie Schroeder, Agent, 215 W Wilson Ave, Appleton WI 54915	Walgreens #2921	1901 S Oneida St
Walgreen Co David Gallagher, Agent, 702 Kinzie Ct, Menasha WI 54952	Walgreens #5102	700 W College Ave
Walgreen Co Garrette Kersten, Agent, 641 Grove St, Neenah WI 54956	Walgreens #7323	3330 E Calumet St
Walgreen Co Amber Janssen, Agent, 1210 E Overland Rd, Appleton WI 54911	Walgreens #12019	2803 N Meade St
Walgreen Co Andrew Krueger, Agent, 836 E John St, Appleton WI 54911	Walgreens #12693	729 W Northland Ave
Walmart Stores East LP Jason Klunck, Agent, 1801 White Wolf Ln, Kaukauna WI 54130	Walmart Super Center	3701 E Calumet St

CLASS "B" FERMENTED MALT BEVERAGE LICENSE AND "CLASS C" WINE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Area 509 LLC Reginald Desamour, Agent, 1629 S Nicolet Rd #1, Appleton WI 54914	Area 509	1025 N Badger Ave
Moon Water Café LLC Shannon Boegh, Agent, 1044 E Vine St, Appleton WI 54911	Moon Water Café	606 N Lawe St

CLASS "B" FERMENTED MALT BEVERAGE & "CLASS B" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Santino LLC Katelyn James, Agent, 200 E James St, Appleton WI 54915	Houdini's Escape	1216 S Oneida St

CLASS "B" FERMENTED MALT BEVERAGE & RESERVE "CLASS B" LIQUOR LICENSE

NAME**TRADE NAME****ADDRESS**

Holidays Pub LLC
Franklin Jaramillo, Agent, 1004 Lucerne Dr #1C, Menasha WI 54952

Holidays Pub & Grill

3950 N Richmond St

KayZa LLC
Janelle Curlee, Agent, 201 S Riverheath Way #202, Appleton WI 54915

Tomaso's

115 E Washington St Ste 106

Form
AB-101

Alcohol Beverage
Appointment of Agent

Date 3/31/25

Agent Type (check one)

☐ Original (no fee)

☒ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

WALGREEN CO

2. Business Trade Name or DBA

WALGREENS #05102

3. Entity Type (check one)

☐ Limited Liability Company

☒ Corporation

☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License

☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

New Store Manager and need to be updated as Agent

Part B: Agent Information

1. Last Name

Gallagher

2. First Name

David

3. M.I.

J

4. Email

5. Phone

6. Home Address

702 Kinzie Ct

7. City

Menasha

8. State

WI

9. Zip Code

54952

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement?
Submit proof of completion.

☒ Yes ☐ No

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire?
Submit a completed Form AB-100 with this form.

☒ Yes ☐ No

3. Have you been a Wisconsin resident for at least 90 continuous days?
See instructions for exceptions.

☒ Yes ☐ No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the Undersigned, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	BROWN	First Name	BRIAN	M.I.	R
Title	VICE PRESIDENT AND TREASURER		Email	Phone	
Signature	<i>B. C. Brown</i>			Date	5/15/25

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	Gallagher	First Name	David	M.I.	J
Signature	<i>David J Gallagher</i>			Date	3/31/25

Form
AB-101

Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

☐ Original (no fee)

☒ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)

Holidays Pub

2. Business Trade Name or DBA

Holidays Pub & Grill

3. Entity Type (check one)

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License

☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Previous manager was termed.

Part B: Agent Information

1. Last Name

Jaramillo

2. First Name

Franklin

3. M.I.

Y.

4. Email

Frankj@Tomsdriveins.com

5. Phone

6. Home Address

1004 Lucerne Dr. #1C

7. City

Menasha

8. State

WI

9. Zip Code

54952

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State or Issuance

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.

2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No

3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Grishaber</i>		First Name <i>Scot</i>		M.I. <i>T</i>
Title <i>Pres.</i>	Email		Phone	
Signature <i>Scot Grishaber</i>			Date <i>5/30/2025</i>	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>José Francisco</i>		First Name <i>Franklin</i>		M.I. <i>X</i>
Signature <i>José Francisco</i>			Date <i>5-29-2025</i>	

2025-2026 CIGARETTE, TOBACCO, AND ELECTRONIC VAPING DEVICE RENEWALS

TRADE NAME	BUSINESS NAME	ADDRESS
Good Nature Evapor	Good Nature Evapor LLC	420 E Northland Ave Ste E
Halal International Market	Rehan Grocery LLC	2310 W College Ave Ste D
Marley's Smoke Shop	Andrew Thornell	530 W College Ave
Smokin Glass	Smokin Glass LLC	1107 W Wisconsin Ave
Top Dogz Vape Shop	Top Dogz Vape Shop LLC	208 E Wisconsin Ave

Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

☐ License Fee - \$10.00

Date Recv'd 5/20/25

Total \$ 10.00

Receipt # 5613-1

SECTION 1 – ESTABLISHMENT INFORMATION

Establishment Name <u>The Party Port</u>	Establishment Phone Number <u>920-840-6912</u>
Establishment Address <u>830 E. Northland Avenue</u>	
Agent Name <u>Chris Paulson</u>	Agent Phone Number (Required)

SECTION 2 – PREMISES AMENDMENT *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment permanent or temporary? ☒ PERMANENT ☐ TEMPORARY

Please describe the change in premises: want to add the existing fenced in patio for beverage consumption. This will be another outdoor patio area labeled as an outdoor activity area for beer by torch.

MAP included --

If temporary, please specify the event or reason for the amendment: _____

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: _____

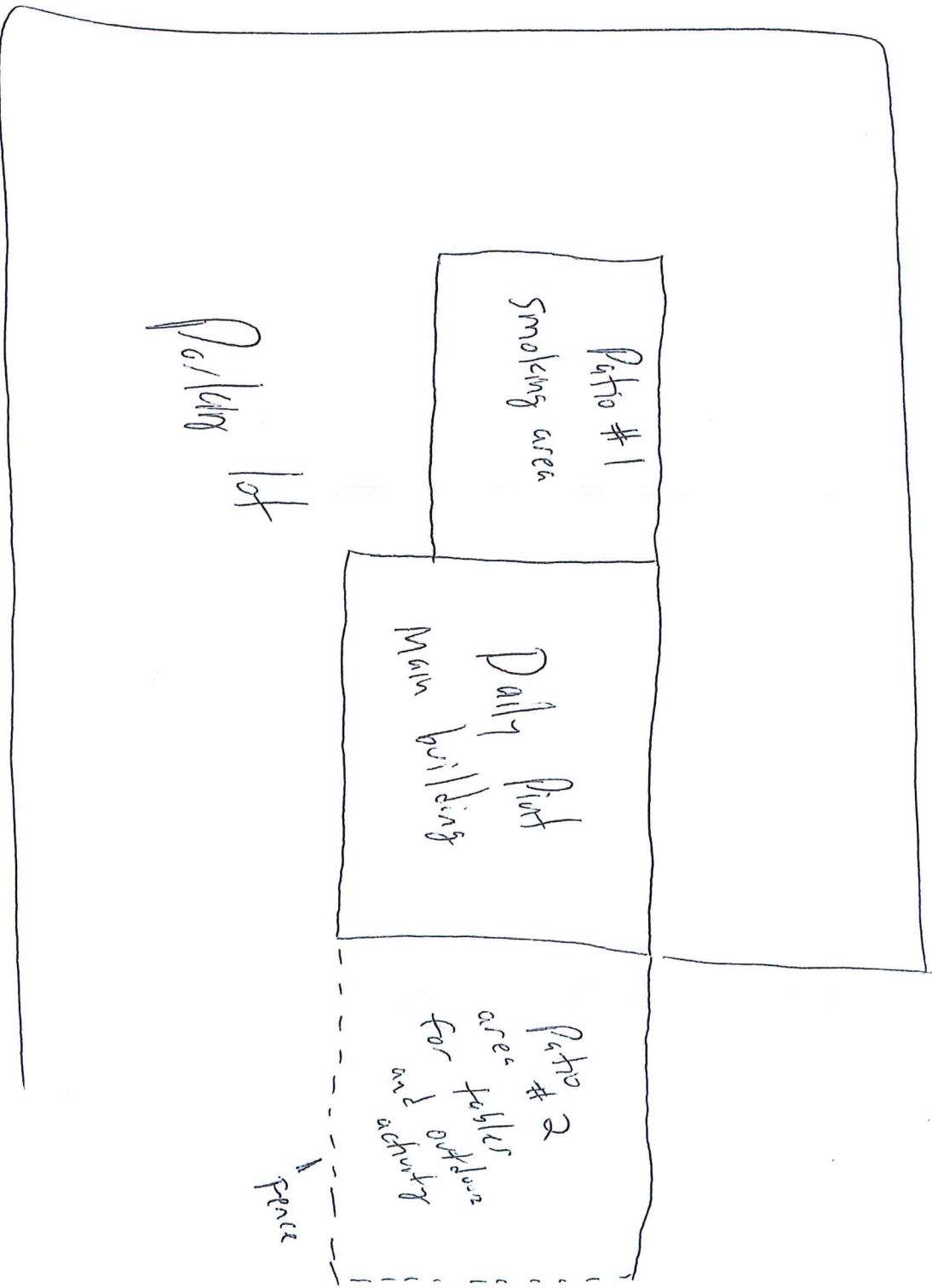
SECTION 3 – PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: [Signature] Date: 5/19/25

FOR OFFICE USE ONLY

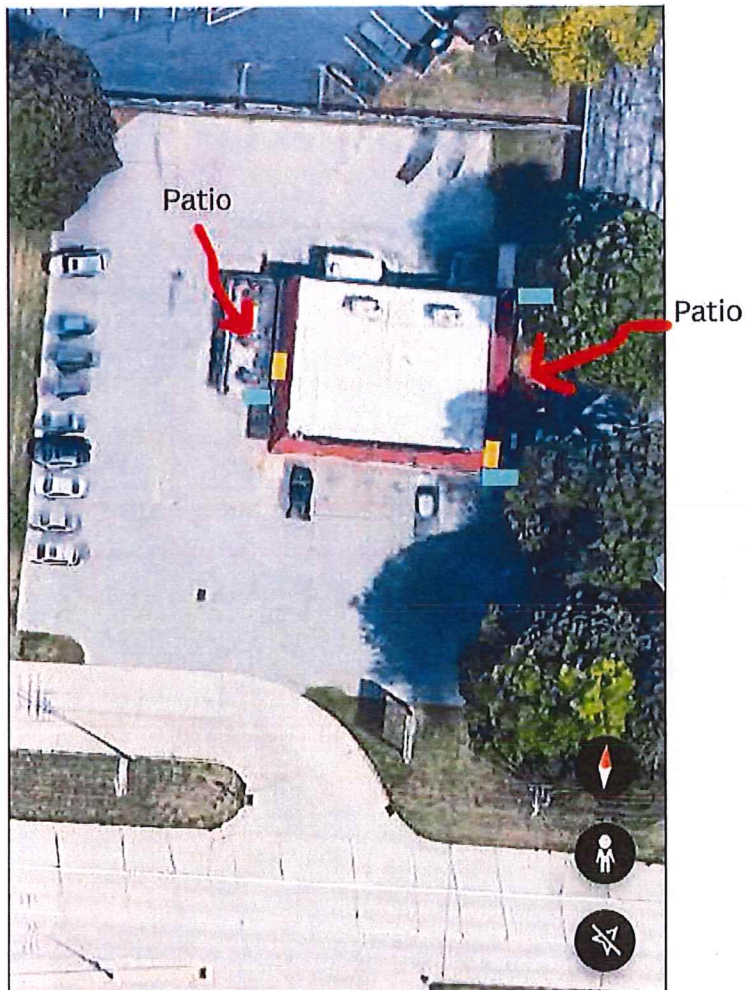
Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date:	Recommendation:		Common Council Date:	Recommendation:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	



■ entry/exit to patio

■ Bar Entry

Patios



Patio 1 (already part of premises)



Proposed amended premises area



Proposed amended premises area (close-up of door to patio)



Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY

☒ License Fee - \$10.00

Date Rec'd 5/20/25

Total \$ 10.00

Receipt #: 51013-3

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name <u>Daily Pint</u>	Establishment Phone Number <u>920-840-6912</u>
Establishment Address <u>830 E. Northland Ave</u>	
Agent Name <u>Chris Paulson</u>	Agent Phone Number (Required)

SECTION 2 - PREMISES AMENDMENT

A drawing/diagram of the proposed area must be submitted with this application

Is this Premises Amendment permanent or temporary? ☐ PERMANENT ☒ TEMPORARY

Please describe the change in premises: Fence in portion of parking lot for live music
will serve food/bev inside secure area.

If temporary, please specify the event or reason for the amendment: live music to celebrate outdoor area and to help generate revenue during slower summer time.

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: July 27th
1-8pm

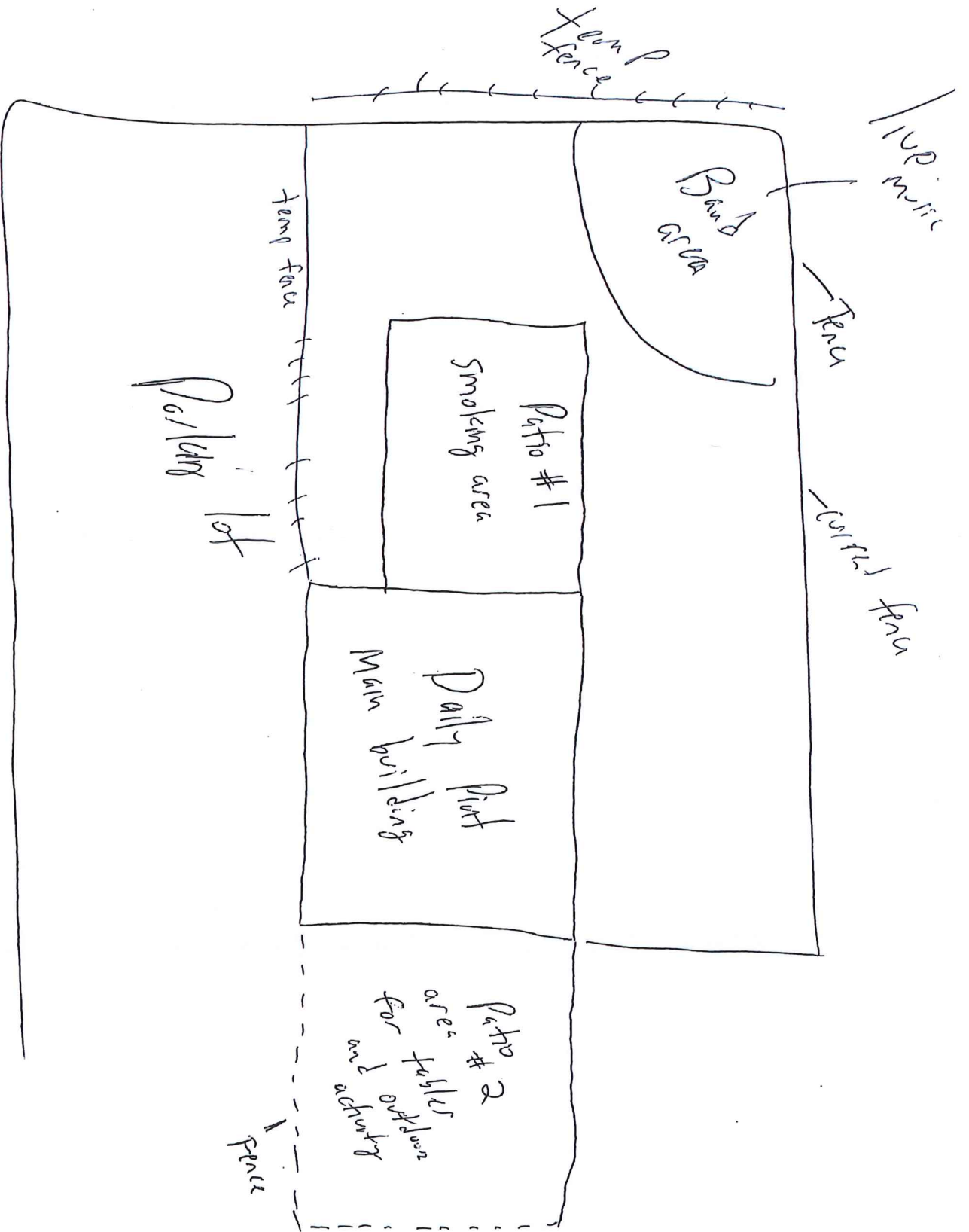
SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
 Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

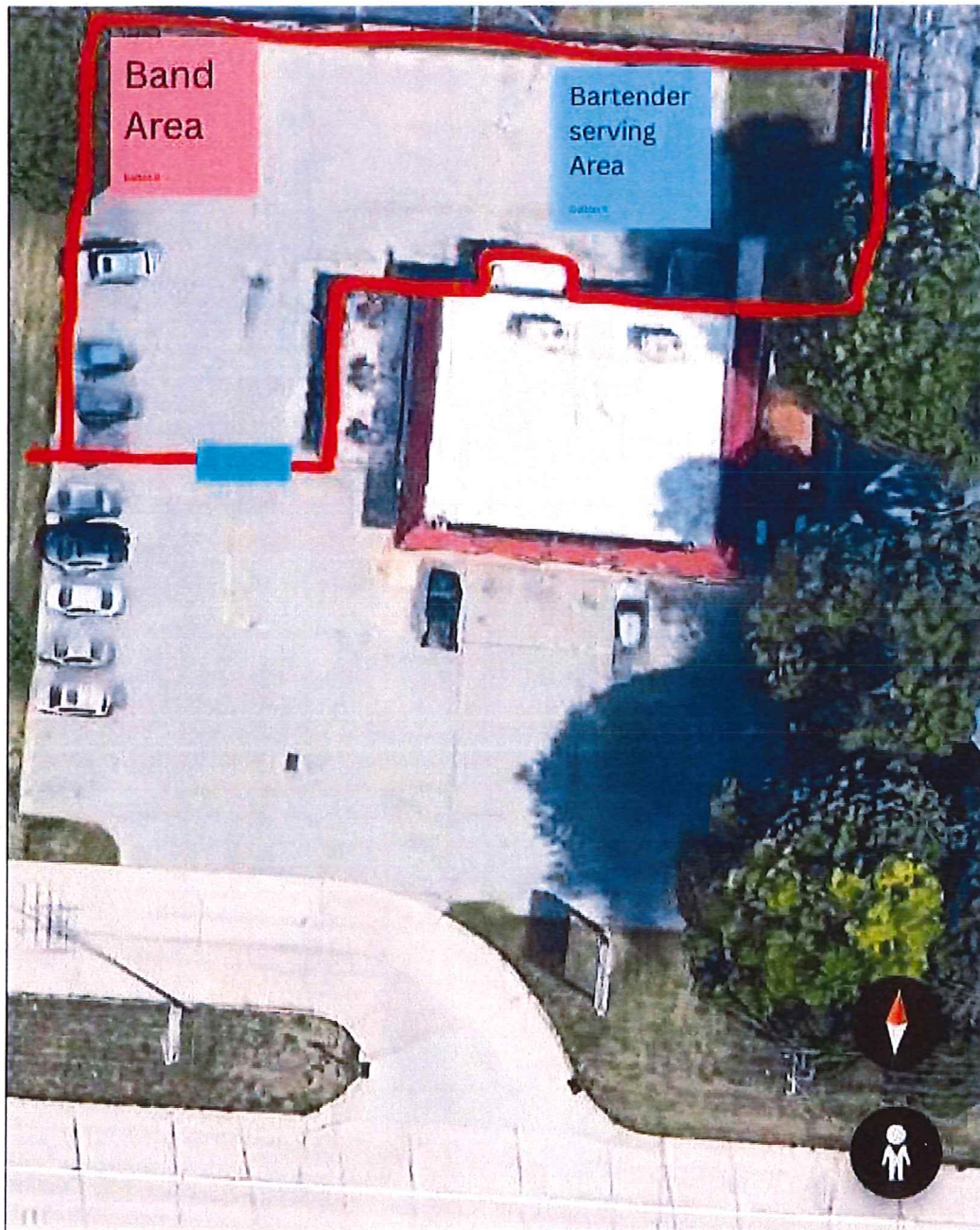
Signature of Applicant: [Signature] Date: 5/20/25

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date:		Recommendation:		Common Council Date:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number



Parking lot party



Controlled Entry

Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY

Date Recv'd 5 / 10 / 25

☒ License Fee - \$10.00

Total \$ 10.00

Receipt #: 8541-7

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name <u>Bowl Ninety One</u>	Establishment Phone Number <u>920-815-3184</u>
Establishment Address <u>100 E COLLEGE AVE APPLETON WI 54914</u>	
Agent Name <u>T HONG VUE</u>	Agent Phone Number (Required)

SECTION 2 - PREMISES AMENDMENT *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment permanent or temporary? ☒ PERMANENT ☐ TEMPORARY

Please describe the change in premises: Expand to Outdoor table in front of Store.

If temporary, please specify the event or reason for the amendment: Outdoor Seating For the warmer weather

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: Spring time to Fall time, when weather permit. [MIDDLE OF APRIL - Early October]

SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: [Signature] Date: 05 / 05 / 2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date:	Recommendation:		Common Council Date:	Recommendation:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	





Alcohol License Premises Amendment Request Form

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

☒ License Fee - \$10.00

Date Recv'd ____/____/____

Total \$ 10

Receipt #: _____

SECTION 1 – ESTABLISHMENT INFORMATION

Establishment Name
Chandelier LLC

Establishment Phone Number
3307050238

Establishment Address
215 W College Ave, Appleton, WI 54911

Agent Name
Kyle Jones

Agent Phone Number *(Required)*

SECTION 2 – PREMISES AMENDMENT **A drawing/diagram of the proposed area must be submitted with this application**

Is this Premises Amendment permanent or temporary? ☐ PERMANENT ☒ TEMPORARY

Please describe the change in premises: Terrace area in front of current premise 215 W College Ave between the sidewalk and parking spaces.

If temporary, please specify the event or reason for the amendment: We would like to have picnic tables in the terrace area for guests to enjoy food and alcoholic beverages outside during the summer months

If temporary, please list the **date(s)** and **time(s)** that this premises amendment will be utilized: From the approval of this application to October 31st from 10AM to 9PM Sun-Sat

SECTION 3 – PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

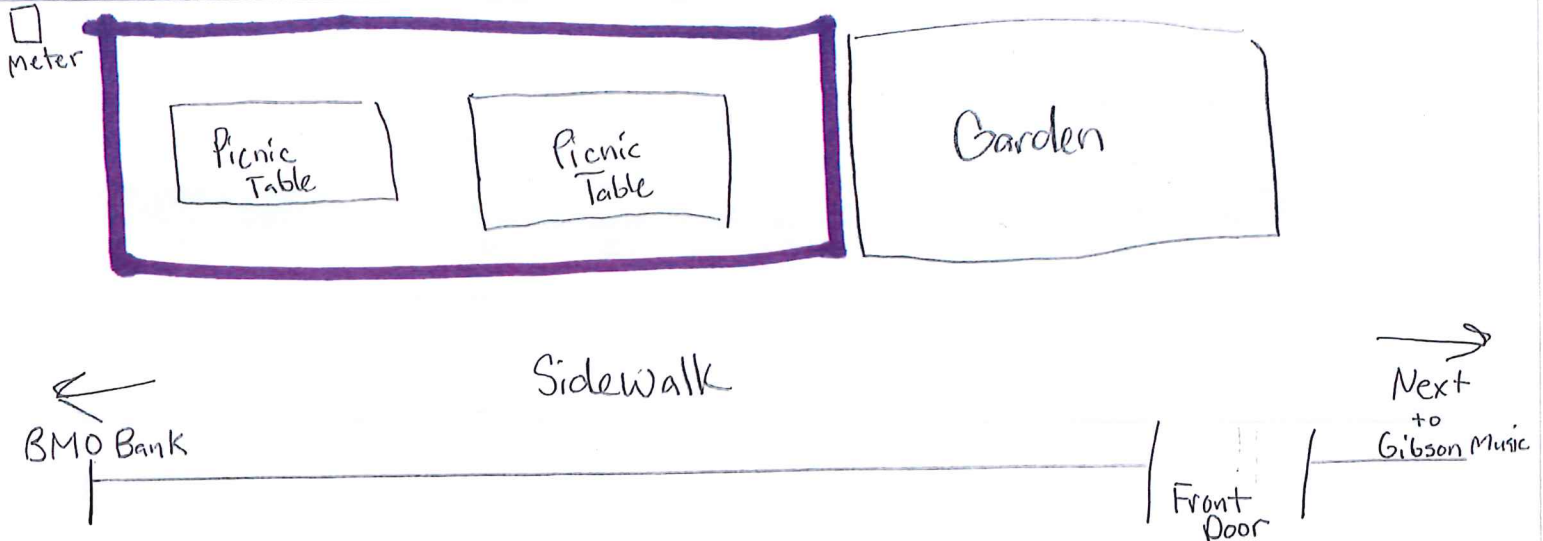
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: [Signature] Date: 05 / 22 / 2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date:		Recommendation:		Common Council Date:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number

College Ave



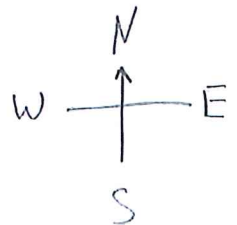
215 W. College

Chandelier LLC

Current Premise



Outline for Proposed
Premises Amendment



Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY

☒ License Fee - \$10.00

Date Recv'd 5/16/25

Total \$ 10

Receipt #: 8599-4

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name <u>Spats</u>	Establishment Phone Number <u>920-758-7171</u>
Establishment Address <u>733 W College Avenue</u>	
Agent Name <u>Nick Kaptein</u>	Agent Phone Number (Required)

SECTION 2 - PREMISES AMENDMENT

A drawing/diagram of the proposed area must be submitted with this application

Is this Premises Amendment permanent or temporary? ☐ PERMANENT ☒ TEMPORARY

Please describe the change in premises: We plan to serve Beer and Liquor in the parking lot of Spats for mile of music 7/31-8/5. Parking lot will be fenced in.

If temporary, please specify the event or reason for the amendment: mile of music 7/31-8/5

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: 7/31-8/5
12:00pm - 12:00 A.m 7/31-8/5

SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

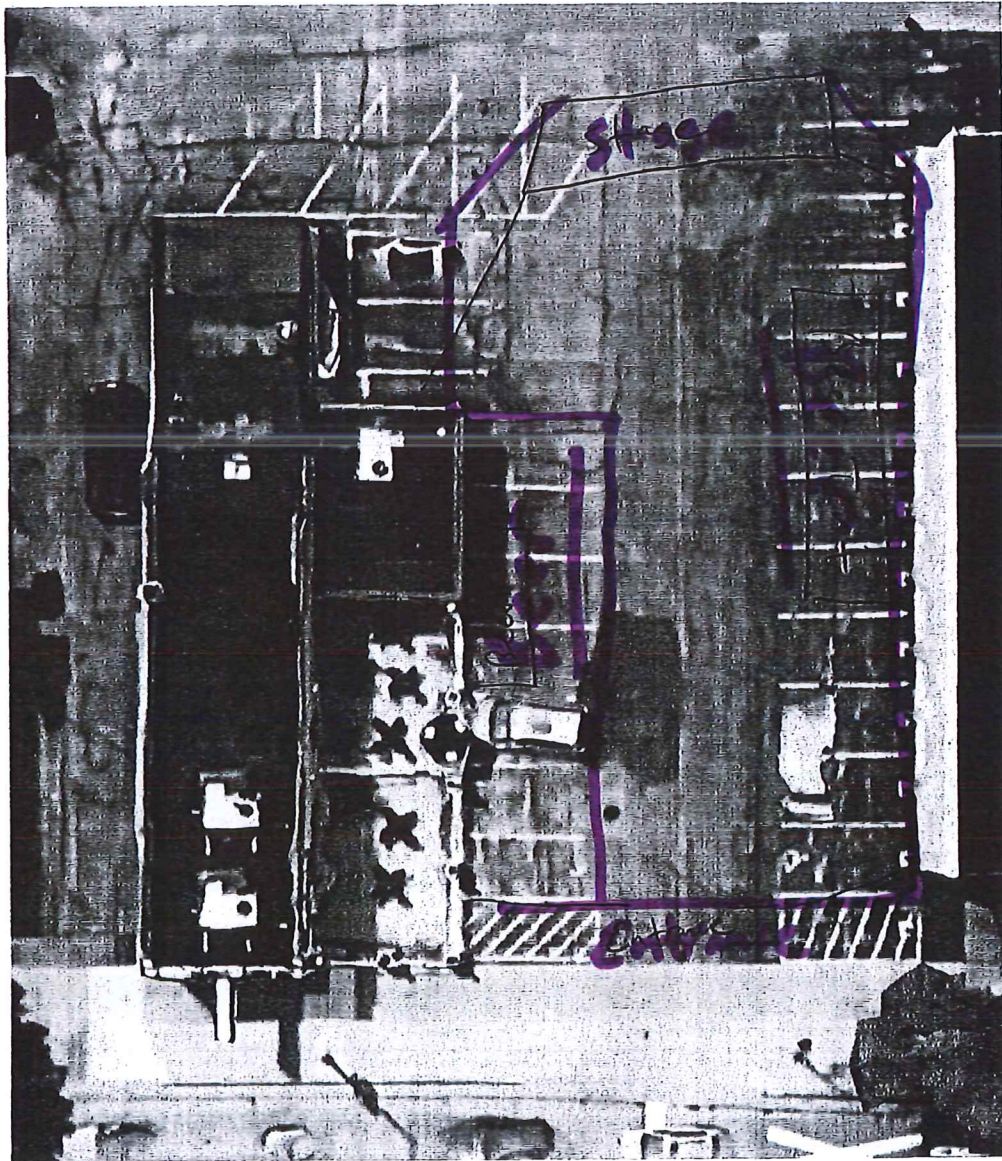
Signature of Applicant: [Signature] Date: 05/16/2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date:	Recommendation:		Common Council Date:	Recommendation:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	

Spots ~~2024~~ 2025

mile of music parking lot



Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

Date Recv'd 3/4/25

☒ License Fee - \$10.00

Total \$ 10

Receipt #: 8177-3

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name <u>Rookies Sports Bar & Grill</u>	Establishment Phone Number <u>920-830-1004</u>
Establishment Address <u>325 N. Appleton ST</u>	
Agent Name <u>Steve Carrow</u>	Agent Phone Number (Required) _____

SECTION 2 - PREMISES AMENDMENT *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment permanent or temporary? ☐ PERMANENT ☒ TEMPORARY

Please describe the change in premises:

Serving Alcohol in our parking lot and the lot next to Rookies

If temporary, please specify the event or reason for the amendment: Mile of Music

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized:

July 31, 2025 Thru August 3, 2025 11AM JUL 31 TUE
11AM AUG 3

SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

Date: 03/04/25

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date: _____		Recommendation: _____		Common Council Date: _____
Date sent for Review ____/____/____	Date Approved ____/____/____	Date Issued ____/____/____	Expiration Date ____/____/____	License Number _____

Packard St 2



STATE AVENUE
SITE LAYOUT



100+

100+

100+
100+
100+
100+
100+

100+
100+
100+
100+
100+

Rookies
Bar & Grill

Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

☒ License Fee - \$10.00

Date Recv'd 5/27/25

Total \$ 10

Receipt #: 8644-5

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name <u>FOX RIVER HOUSE</u>	Establishment Phone Number <u>920-903-9908</u>
Establishment Address <u>211 S. WALNUT ST</u>	
Agent Name <u>CASSIDY EVERS</u>	Agent Phone Number (Required)

SECTION 2 - PREMISES AMENDMENT *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment permanent or temporary? ☐ PERMANENT ☒ TEMPORARY

Please describe the change in premises: MILE OF MUSIC FESTIVAL, MOVING TAP TRAILERS AND SPONSOR TRAILERS TO PARKING LOT TO ACCOMMODATE THE FESTIVAL.

If temporary, please specify the event or reason for the amendment: MILE OF MUSIC (SEE SIGNS)

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: JULY 31 8am - AUG 3 8pm

SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Cassidy Evers

Date: 5/27/25

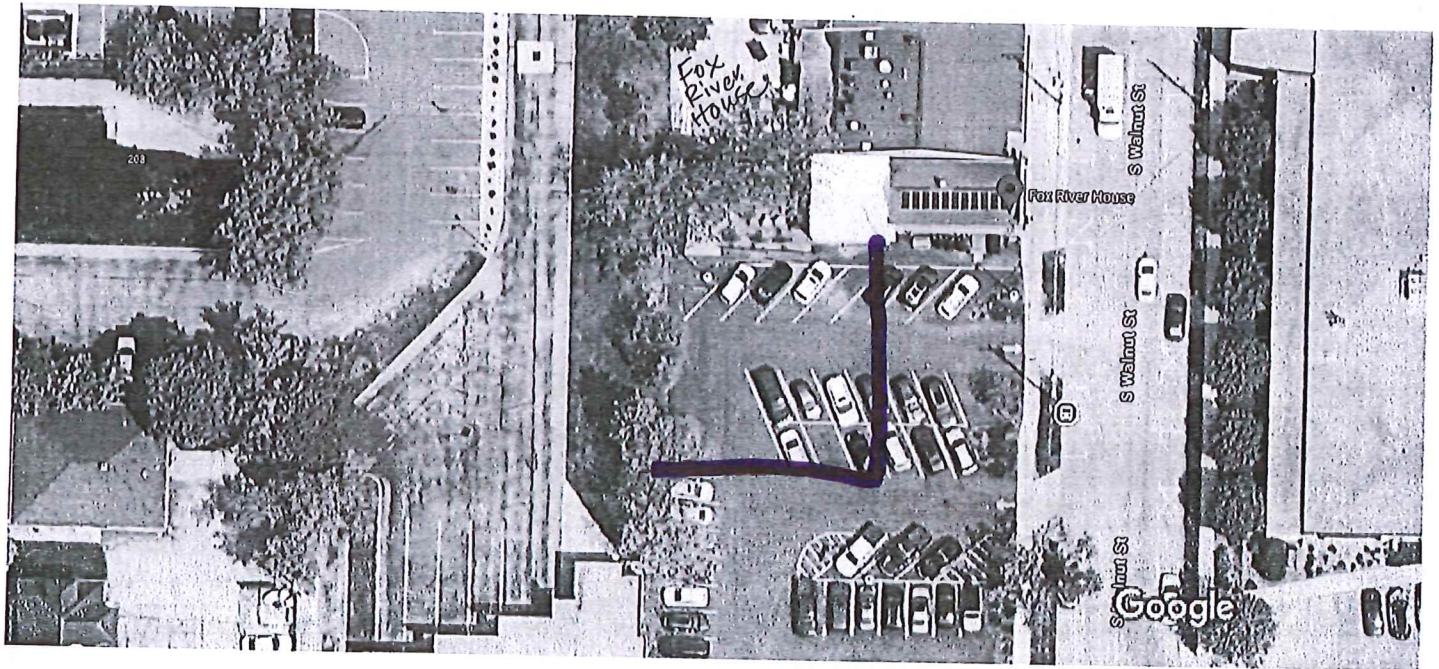
FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				

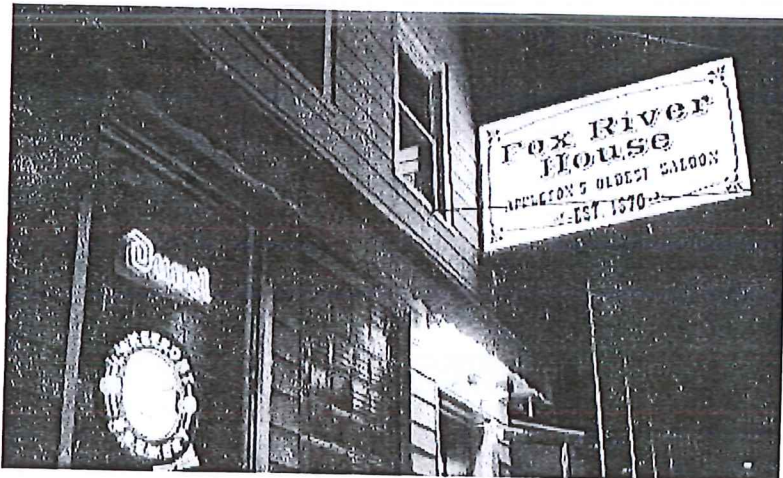
Safety and Licensing Date:	Recommendation:	Common Council Date:	Recommendation:
Date sent for Review ____/____/____	Date Approved ____/____/____	Date Issued ____/____/____	Expiration Date ____/____/____
License Number			

Google Maps

Fox River House



Imagery ©2025 Airbus, Map data ©2025 Google 20 ft



Fox River House

4.6 ★★★★★ (233) • \$

Bar • 🍷

Overview

Reviews

About



Directions



Save



Nearby



Send to
phone



Share

✓ Dine-in • ✗ Delivery



Alcohol License Premises Amendment Request Form



NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY

Date Recv'd 5/28/25

☒ License Fee - \$10.00

Total \$ 10

Receipt #: 8655-3

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name <i>Emmetts Bar & Grill</i>	Establishment Phone Number <i>920-733-7649</i>
Establishment Address <i>139 N. Richmond St. Appleton, WI 54911</i>	
Agent Name <i>Sharon Reader</i>	Agent Phone Number (Required)

SECTION 2 - PREMISES AMENDMENT *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment permanent or temporary? ☐ PERMANENT ☒ TEMPORARY

Please describe the change in premises:
Extend for Mile of Music (12) Outdoors
MAP ATTACHED

If temporary, please specify the event or reason for the amendment: *Mile of Music*

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: *Thurs July 31st 3-11pm*
Friday and Saturday 1pm-11pm, Sunday 3pm-8pm

SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: *Sharon Reader* Date: *5/28/2025*

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				
Safety and Licensing Date:			Recommendation:	Common Council Date:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number

WASHINGTON STREET

Brown Bldg. | Dumpsters

Parking

Back Lot

HANDICAPPED STALL

BEER TENT

MAIN ENTRANCE

EXIT

EXIT

PORTABLES

Artist Entrance

STAGE

Entrance

Liquor Tent

Food Vendor Area

Evergreen C. U.

Emmetts

Booth

Mobile

Tables

Vacant

Linda Michoacan

Linda Michoacan

Storage Units | Attic

Application for Salvage Dealer's License



License period is
July 1st - June 30th

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE CASH OR CHECK ONLY

☐ City License - \$ 207.00

Date Rec'd 5/28/25

☒ Outside City License - \$82.00

Total \$ 82

Receipt #: 8655-2

SECTION 1 - BUSINESS INFORMATION

Legal Business Name AND Trade Name/DBA

Golper Supply Co. Inc.

Business Street Address

1810 W. Edgewood Dr.

City

Appleton

State

WI

Zip

54913

Business Phone Number

920-731-3266

Business Email Address

golpersu@gmail.com

Indicate the business activities. Check all that apply: ☒ Purchasing ☒ Selling ☐ Collecting ☐ Other (explain):

List the kind of materials the business deals in

Paper recycling

SECTION 2 - APPLICANT INFORMATION

Applicant Name (First, MI, Last)

David B. Golper

Date of Birth

Address

930 Pleasant Avenue

City

Highland Park

State

IL

Zip

60035

Drivers License/State ID Number

DL/ID State of Issuance

Has the applicant previously been a salvage dealer or employed by another salvage dealer? If so, with who?

Phone Number (Required)

SECTION 3 - PARTNERSHIP/CORPORATION/ASSOCIATION/LLC INFORMATION

List information for all additional partners/officers/members. Attach additional sheets if necessary.

Name (First, MI, Last)

David B. Golper

Title

President

Date of Birth

Address

930 Pleasant Avenue

City

Highland Park

State

IL

Zip

60035

Name (First, MI, Last)

Title

Date of Birth

Address

City

State

Zip

Name (First, MI, Last)

Title

Date of Birth

Address

City

State

Zip

Have any members listed above previously been a salvage dealer or employed by another salvage dealer? If so, who and with what company?

SECTION 4 - PENALTY NOTICE

I certify that I am familiar with Section 9-386 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant:

David B. Golper

Date:

5/16/2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Finance				
Inspections				
City Sealer				

Date Sent for Approval	Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number

Return completed form to Office of the City Clerk: 100 N Appleton St. Appleton, WI 54911

Application for Salvage Dealer's License



License period is
July 1st - June 30th

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE CASH OR CHECK ONLY

☒ City License - \$ 207.00

Date Rec'd 6/3/25

☐ Outside City License - \$82.00

Total \$ 207

Receipt #: 8679-11

SECTION 1 - BUSINESS INFORMATION

Legal Business Name AND Trade Name/DBA

Mach IV Motors LLC

Business Street Address

600 E Hancock St

City

Appleton

State

WI

Zip

54911

Business Phone Number

920-202-2201

Business Email Address

Kara@mach4motors.com

Indicate the business activities. Check all that apply: ☒ Purchasing ☒ Selling ☒ Collecting ☐ Other (explain):

List the kind of materials the business deals in

Vintage motorcycles, cars, parts, memorabilia

SECTION 2 - APPLICANT INFORMATION

Applicant Name (First, MI, Last)

Kara L Tullberg

Date of Birth

Address

98 Estherbrook Ct

City

Appleton

State

WI

Zip

54911

Drivers License/State ID Number

DL/ID State of Issuance

Has the applicant previously been a salvage dealer or employed by another salvage dealer? If so, with who?

only with Mach IV Motors

Phone Number (Residential)

SECTION 3 - PARTNERSHIP/CORPORATION/ASSOCIATION/LLC INFORMATION

List information for all additional partners/officers/members. Attach additional sheets if necessary.

Name (First, MI, Last)

Charles D Tullberg

Title

President

Date of Birth

Address

98 Estherbrook Ct

City

Appleton

State

WI

Zip

54911

Name (First, MI, Last)

Kara L Tullberg

Title

Vice President

Date of Birth

Address

98 Estherbrook Ct

City

Appleton

State

WI

Zip

54911

Name (First, MI, Last)

Title

Date of Birth

Address

City

State

Zip

Have any members listed above previously been a salvage dealer or employed by another salvage dealer? If so, who and with what company?

SECTION 4 - PENALTY NOTICE

I certify that I am familiar with Section 9-386 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant:

Kara Tullberg

Date:

05/26/2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police			Metafile	
Fire				
Finance				
Inspections				
City Sealer				

Date Sent for Approval	Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number

Return completed form to Office of the City Clerk: 100 N Appleton St., Appleton, WI 54911



Application for Pet Store/Kennel License

LICENSE PERIOD IS
JULY 1st TO JUNE 30th

NOTE: Please allow approximately 4
weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY

See SECTION 4 for fee schedule

Date Recv'd 5/29/25

☒ License Fee - Initial \$

Total \$ 82

☒ License Fee - Renewal \$ 82

Receipt #: 8055-4

SECTION 1 - BUSINESS LOCATION					
Business Name (Company and Trade Name/DBA) <u>FISH CAVE</u>					
Business Street Address <u>2110 S MEMORIAL DR</u>		City <u>APPLETON</u>	State <u>WI</u>	Zip <u>54915</u>	
Business Phone Number (Required) <u>414.234.3526</u>		Business Email Address <u>FISHCAVE.LLC@GMAIL.COM</u>			
SECTION 2 - APPLICANT INFORMATION					
Name (First, MI, Last) <u>TON VANU</u>			Date of Birth		
Home Address <u>1503 E COOLIDGE AVE</u>		City <u>APPLETON</u>	State <u>WI</u>	Zip <u>54915</u>	
Drivers License/State ID Number			DL/ID State of Issuance		
Phone Number (Required)		Email Address			
SECTION 3 - SERVICES TO BE PROVIDED					
Please check the type(s) of service your establishment will offer: <input checked="" type="checkbox"/> Live animals <input checked="" type="checkbox"/> Pet Food <input checked="" type="checkbox"/> Pet Accessories <input checked="" type="checkbox"/> Fish <input type="checkbox"/> Other _____					
SECTION 4 - FEE SCHEDULE NOTE: all application fees include a \$7 Police Investigation fee					
Pet Store License					
Initial Fee - \$97.00		Renewal Fee - \$82.00			
Kennel License					
1-10 animals - \$62.00		11-25 animals - \$137.00			
26-50 animals - \$262.00		More than 50 animals - \$5.00 ea. (minimum \$287.00 fee)			
SECTION 5 - PENALTY NOTICE					
Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.					
Signature of Applicant: <u>[Signature]</u>			Date <u>05/07/2025</u>		
FOR OFFICE USE ONLY					
Department	Approve	Deny	Staff Member	Reason	
Police					
Fire					
Finance					
Inspections					
City Sealer					
Date Sent for Approval	Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	

Return completed form to Office of the City Clerk: 100 N Appleton St. Appleton, WI 54911

Save

Print

Clear

Form

AB-105

Producer Full-Service Retail Sales Application

Date

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor)

Hop Yard Ale Works LLC

2. Business Name or DBA

Hop Yard Ale Works

3. Agent Name

Amy Behm

4. FEIN

5. Wisconsin Seller's Permit Number

456-1030505526-04

6. Wisconsin Producer Permit Number

BR-WI-21258

7. Producer Type

☐ Brewery☒ Winery☐ Liquor Manufacturer/Rectifier

8. Contact Person's First Name

Amy

9. Last Name

Behm

10. M.I.

11. Contact Person's Phone

12. Contact Person's Email

amy@hopyardaleworks.com

Part B: Production Quantity

Note: Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery

☐ Less than 250 barrels☒ 250 - 2,499 barrels☐ 2,500 - 7,499 barrels☐ 7,500 or more barrels

Manufacturer/Rectifier

☐ Less than 1,500 liters☐ 1,500 - 4,999 liters☐ 5,000 - 34,999 liters☐ 35,000 or more liters

Winery

☐ Less than 1,000 gallons☐ 1,000 - 4,999 gallons☐ 5,000 - 24,999 gallons☐ 25,000 or more gallons

Calendar year: 2024

Calendar year:

Calendar year:

Quantity: 331

Quantity:

Quantity:

Complete only ONE of Part C, D or E.

Part C: Request for Full-Service Retail Sales at the Production Premises

1. Start Date

2. Production Premises Address

3. City

4. State

5. Zip Code

6. County

7. Governing Municipality ☐ City ☐ Town ☐ Village
of: _____

Part D: Request for Fixed Full-Service Retail Outlet

1. Are you transferring one fixed full-service retail outlet to a new location? ☐ Yes ☐ No
If yes, complete boxes 2 through 9.

2. Current Outlet Name

3. Current Outlet Premises Address

4. City

5. State

6. Zip Code

7. County

8. Governing Municipality ☐ City ☐ Town ☐ Village
of: _____

9. Premises Phone Number

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

10. Start Date	11. New Outlet Name		
12. New Outlet Premises Address			
13. City	14. State	15. Zip Code	
16. County	17. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		18. Premises Phone Number
19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.			
20. Will you operate a restaurant on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No			
21. What alcohol beverages will be offered for sale? (check all that apply) <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
22. What alcohol beverages does the permittee produce? (check all that apply) <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
23. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input type="checkbox"/> On-premises consumption <input type="checkbox"/> Off-premises consumption			

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

1. Name of Event (if applicable) Flicks & Sips		
2. Dates of Operation (attach a schedule, if necessary) July 11, 2025 AND Sept 13, 2025		3. Hours of Operation 6p-10p
4. Premises Address 301 W Lawrence St, Appleton, WI 54911		
5. City Appleton	6. State WI	7. Zip Code 54911
8. County Outagamie	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton	
10. Organizer of Event (if not the named applicant) Appleton Parks and Recreation		11. Email and/or Phone Number for Organizer of Event elizabeth.konrath@appletonwi.gov
12. Organizer Website www.appletonparkandrec.org		13. Event Website https://parks.appletonwi.gov/programs_events/
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Beer/Seltzer will be served from a tent under the Jones Park Bridge. ID's will be checked with bracket given from nearby tent (or pavilion). Beer will not be allowed to leave the park.		
15. On-Site Contact (Last Name, First Name) Amy Behm	16. On-Site Contact Phone	17. On-Site Contact Email amy@hopyardaleworks.com
18. Will you operate a restaurant on the premises? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
19. What alcohol beverages will be offered for sale? (check all that apply) <input checked="" type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)		
20. What alcohol beverages does the permittee produce? (check all that apply) <input checked="" type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)		
21. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input checked="" type="checkbox"/> On-premises consumption <input type="checkbox"/> Off-premises consumption		

Part F: Attestation

Who must sign this application?

- sole proprietor
- general partner of a partnership
- corporate officer
- member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

May 22

Last Name

Behm

First Name

Amy

M.I.

Title

Vice President

Email

amy@hopyardaleworks.com

Phone

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)1. Will the municipality limit the scope of alcohol beverages offered for sale? ☐ Yes ☐ No2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? ☐ Yes ☐ No

3. Describe municipal restrictions indicated in questions 1 or 2 above.

4. Last Name of Municipal Official

5. First Name

6. M.I.

7. Signature of Municipal Official

8. Date

9. Date Application was Filed with Clerk

10. Date Full-Service Retail Outlet Approved by Governing Body

Form AB-105 Instructions

Producer Full-Service Retail Sales Application

Who may apply for full-service retail sales?

Producer permittees may apply for full-service retail sales on or off the production premises. Producer permittees include brewers, rectifiers, manufacturers, and wineries.

Who qualifies for full-service retail sales?

- A brewery that manufactures a minimum of 250 barrels of fermented malt beverages.
- A manufacturer/rectifier that produces a minimum of 1,500 liters of intoxicating liquor.
- A winery that produces a minimum of 1,000 gallons of wine.

What are full-service retail sales?

Permittees that are granted full-service retail sales privileges may:

- Sell fermented malt beverages and intoxicating liquor at retail for on- or off-premises consumption at their production premises and at one or more off-site full-service retail outlets.
- Provide taste samples of fermented malt beverages and intoxicating liquor.

What are full-service retail outlets?

Full-service retail outlets are authorized locations for full-service retail sales at places other than the permittee's production premises.

What is the difference between a fixed and unlimited transfer full-service retail outlet?

Fixed full-service retail outlets may be transferred from one location to another once per year. Unlimited transfer full-service retail outlets may be transferred an unlimited number of times in a year. Only one of a producer's full-service retail outlets may be transferred without limitation on frequency.

How many full-service retail outlets may I have?

The number of full-service retail outlets a producer qualifies for is determined by alcohol beverage production volume. Producers may have a maximum of three full-service outlets, regardless of the number or type of producer permits they hold.

Who approves full-service retail sales?

Full-service retail sales on the production premises need only be approved by the Division of Alcohol Beverages. Municipalities do not issue licenses for full-service retail sales outlets; however, municipalities must approve of the outlets. The applicant must forward the municipal approval to the Division of Alcohol Beverages for final granting of the authority for sales to commence on the premises.

Can a municipality limit authorized sales at a full-service retail outlet?

Yes, a municipality can limit authorized sales at a full-service retail outlet. Municipalities may limit the scope of alcohol beverages offered for sale by the permittee. Municipal approval of a full-service retail outlet must be based on the same standards and criteria, established by ordinance, for the evaluation and approval of retail licenses. A municipality may not impose any requirement or restriction in connection with the approval that the municipality does not impose on retail licensees.

How do I fill out Form AB-105 and begin the application process?

Authorizations requested on Form AB-105 must be applied for only one premises in one municipality at a time. To request multiple authorizations, submit a separate Form AB-105 for each location/premises.

Parts A, B, and F: Applicants must complete Parts A, B, and F.

Parts C, D, and E: Complete only one Part. Form AB-105 must be used to request only one authorization at a time.

Example: A producer applicant requesting full-service retail sales authorization on the production premises should complete Parts A, B, C, and F.

Example: A producer applicant requesting a fixed full-service retail outlet should complete Parts A, B, D, and F.

Example: A producer applicant requesting an unlimited transfer full-service retail outlet should complete Parts A, B, E, and F. Producer applicants requesting authorization in Part E must complete one Form AB-105 for each premises. Applicants may use the same Form AB-105 to request authorization for multiple dates and times occurring on the same premises.

Municipal approval is required for authorizations requested in Parts D and E. If a producer is applying for authorization in either of these sections, the completed application must first be submitted to the governing municipality.

After the municipality has granted approval by completing Part G, the applicant should submit AB-105 to the Division of Alcohol Beverages for final approval. If the applicant is only requesting authorization in Part C, the application does not require municipal approval and may be submitted directly to the Division of Alcohol Beverages.

Specific Instructions:

Part A: Producer Information

- Box 1: Enter the legal business name.
- Box 2: Enter the trade name or “doing business as” name, if different than the name in box 1.
- Box 3: Enter the name of the approved agent appointed for your producer permit.
- Box 4: Enter Federal Employer Identification Number (FEIN).
- Box 5: Enter Wisconsin seller’s permit number.
- Box 6: Enter the 15-digit Wisconsin Tax Account Number of the permit that these authorizations should be associated with.
- Box 7: Check the corresponding producer permit type.
- Box 8-10: Enter contact person’s name.
- Box 11: Enter contact person’s phone number.
- Box 12: Enter contact person’s email address.

Part B: Production Quantity

- Check the highest cumulative total of alcohol beverages produced in any one of the three preceding calendar years for each specific permit type held.
 - Do not include alcohol beverages produced under a contract production agreement.
- Enter the calendar year in which the highest cumulative total of alcohol beverages produced was met.
- Enter the exact quantity of alcohol beverages produced.
- If an applicant holds more than one type of permit or multiple permits of the same type, the aggregate number of full-service retail outlets that may be established is the maximum number authorized under their permit type, but not exceeding three full-service retail outlets.
 - Under these circumstances, each authorized full-service retail outlet shall serve as the full-service retail outlet associated with each applicable permit, regardless of whether permittee would otherwise be entitled to fewer full-service retail outlets when calculated under their other permit(s).

Part C: Request for Full-Service Retail Sales at the Production Premises

- Authorization under this portion does not require municipal approval. If the applicant is not seeking other retail authorizations on this form, it can be submitted directly to the Division of Alcohol Beverages.
- Box 1: Enter the date that you would like to begin full-service retail sales.
- Box 2-5: List the premises address for the permit identified in Part A, boxes 5 and 6.
- Box 6: Name the county where the production premises is located.
- Box 7: Name the governing municipality where the production premises is located.

Part D: Request for Fixed Full-Service Retail Outlet

- Authorization under this section must be approved by the municipality in which the retail outlet is located prior to submitting to the Division of Alcohol Beverages for final approval.
- Box 1: Check yes if you are applying to transfer a fixed full-service outlet from one location to another. Fixed Full-Service Retail Outlets may be transferred from place-to-place once per year with approval of the municipality that governs the new location.
- Boxes 2-9: Complete these boxes if you checked yes in box 1 to describe the current premises you are applying to transfer.

- Box 10: Enter the date that you would like to open the full-service retail outlet for business.
- Boxes 11-18: Complete these boxes to describe the location of your new premises.
- Box 19: Describe the premises in detail. Include outdoor spaces if the municipality allows it. Attach a floor plan if possible.

Example: The premises is located at 1234 Main St., Realtown, WI 12345 and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000-square-foot building.

- Box 20: Producers may operate a restaurant on the premises of a full-service retail outlet with municipal and division approval.
- Box 21: Check all types of alcohol beverages that will be offered for sale at the full-service retail outlet, including beverages made by the producer or producer group.
- Box 22: Check all the alcohol beverages that are made by the producer under all their permits.
- Box 23: Check all types of service that apply to this full-service retail outlet.
 - Samples mean 3 oz. of beer, 3 oz. of wine, or 0.5 oz. of liquor provided free of charge to an individual.
 - On-premises consumption means alcohol beverages served by the glass to be consumed by the customer at the premises identified in Box 18.
 - Off-premises consumption means alcohol beverages sold in original, unopened containers for customers to consume away from the premises identified in Box 18.

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

- Authorizations under Part E must be for dates of operation where the unlimited transfer location will be located at the same premises in the same municipality. You must use a new Form AB-105 to request authorization for each separate premises, regardless of whether the separate premises are in the same municipality.
- Box 1: If you are requesting authorization to initiate or move your unlimited transfer outlet to a specific event like a farmer's market, festival, or other community event, name it here.
- Box 2: List the requested dates of operation. Attach a schedule or calendar of events, if necessary.
- Box 3: List the requested hours of operation. If no hours are listed, the approving municipality and the Division will assume you are seeking authorization to operate during all hours allowed under Chapter 125, Wis. Stats.
- Box 4-9: Identify the premises address.
- Box 10-13: If you are requesting authorization to move your unlimited transfer outlet to a specific event, provide contact information for the event organizer, if not the named applicant.
- Box 14: Describe the premises in detail. Include outdoor spaces if the municipality allows it. Attach a floor plan if possible.

Example: The premises is located at 1234 Main St., Realtown, WI, 12345, and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000 square foot building.

Example: The premises is the 1,000-square-foot tent within the southwest corner of the parking lot located at XYZ Church at 3456 Main St., Realtown, WI, 12345. All sales and storage of alcohol beverages and records will occur within the 1,000-square-foot tent in the southwest corner of the parking lot.

Example: The premises is located at PDQ Park (7890 Main St., Realtown, WI, 12345). A 5,000-square-foot tent will be constructed in the northeast corner of the park bordering the tree line and northern fence. All alcohol beverage sales and consumption will occur at this tent. Premises includes the adjacent north park office and the space between the tent and the office. Alcohol beverages and records will be securely stored in the north park office for the duration of the event.

- Box 15-17: Provide the name and contact information for a person who will be in control of the premises for the duration of the requested time.
- Box 18: Producers may operate a restaurant on the premises of a full-service retail outlet with municipal and Division of Alcohol Beverages approval.
- Box 19: Check all types of alcohol beverages that will be offered for sale at the full-service retail outlet, including beverages made by the producer under all their permits.
- Box 20: Check all the alcohol beverages that are made by the producer under all their permits.
- Box 21: Check all the types of service that apply to this full-service retail outlet.
 - Samples mean 3 oz. of beer, 3 oz. of wine, or 0.5 oz. of liquor provided free of charge to an individual.
 - On-premises consumption means alcohol beverages served by the glass to be consumed by the customer at the premises identified in Box 14.

- Off-premises consumption means alcohol beverages sold in original, unopened containers for customers to consume away from the premises identified in Box 14.

Part F: Attestation

- Read the attestation carefully, then sign and date.

Part G: For Municipal Use Only

- Box 1: Check yes or no to indicate if the municipality will limit the scope of alcohol beverages offered for sale at this full-service retail outlet.
- Box 2: Check yes or no to indicate if the municipality will impose other requirements or restrictions on the full-service retail outlet.
- Box 3: Describe any limitations the municipality has placed on the full-service retail outlet as indicated in questions 1 or 2. Some limitations may be: parking, zoning, or noise ordinance restrictions; not allowing sales of alcohol beverages for off-premises consumption.
- Box 4-10: The municipal official completing this part should fill in the information requested.

Completion and Submission of Form AB-105

- The producer applicant should complete Parts A, B, and F completely, and either Part C, D, or E, depending on the type of authorization requested.
- If requesting only a Part C authorization, the application can be submitted directly to the Division of Alcohol Beverages. No municipal approval is required for Part C authorizations.
- If requesting a Part D or E authorization, provide the application to the municipality where the proposed full-service retail outlet will be located.
 - The municipality should complete Part G and return it to the producer applicant.
 - The producer applicant should provide the completed AB-105 to the Division of Alcohol Beverages for final approval.
- Sales of alcohol beverages at full-service retail outlets may not commence until the Division of Alcohol Beverages has provided final approval by way of issuing a printed authorization to the applicant to be posted at the retail premises identified in this application.

After Form AB-105 is completed by the producer and approved by the municipality in Part G, submit the form to the Division of Alcohol Beverages for final approval in one of two ways:

- Email: DORAlcoholPermits@wisconsin.gov

- Mail the form to the following address:

Wisconsin Department of Revenue
Division of Alcohol Beverages
P.O. Box 8934
Madison, WI 53708-8934

Assistance

This form is designed by the Department of Revenue. If you require assistance with this form, consider reaching out to the Division of Alcohol Beverages for assistance with submission of this application and associated forms.

If you have questions about alcohol beverage laws and regulations, you may contact the Division of Alcohol Beverages using the contact information below.

Website: [DOR Alcohol Beverage \(wi.gov\)](http://DORAlcoholBeverage.wi.gov)

Write: DORAlcohol@wisconsin.gov

Call: (608) 266-2526



CITY OF APPLETON

MEMORANDUM

Date: May 28, 2025
To: Plan Commission
From: Don Harp, Principal Planner
Subject: Preliminary Plat – Wilden Portfolio Park

GENERAL INFORMATION

Owner: Thrivent Financial for Lutherans, Eric Merriman, Director, Real Estate & Workplace Services, Thrivent and President, North Meadows Investment LTD

Applicant: Emily Cialdini, Vice President of Development, Land by Label, LLC

Engineering Firm Contact: Jason Daye, P.E., Principal – Civil, Excel Engineering

Parcel Number: 31-1-6451-00

Petitioner's Request: The owner/applicant is proposing to subdivide the property into 14 lots and 5 outlots.

Plan Commission Meeting Date: May 28, 2025

Common Council Meeting Date: The roadway designs for the Wilden Portfolio Park subdivision are scheduled for anticipated action by the Municipal Services Committee on June 9, 2025. To align with timing for the corresponding roadway design, the Preliminary Plat will be reported out at the same anticipated Common Council meeting on June 18, 2025.

BACKGROUND

September 4, 2024 – The Common Council approved Comprehensive Plan 2010-2030 Future Land Use Map Amendment #1-24, which amended the future land use map for the Thrivent campus from Agricultural and Private Open Space and Commercial land use designation to One and Two Family Residential and Mixed-Use future land use designation.

September 4, 2024 – The Common Council approved Planned Development Amendment to Planned Development District #4-00 for the subject area to facilitate the development of Thrivent's campus. The master plan identified a full range of new housing choices, with an employment center, recreation, dining and neighborhood shopping and services.

December 13, 2024 – The Implementation Plan Document for Planned Development District #4-00 was recorded in the Outagamie County Register of Deeds Office (Document #2328287).

STAFF ANALYSIS

Purpose: The purpose of a preliminary plat is to allow a preliminary review of a proposed subdivision layout before a final plat is submitted for review and approval by the City. The preliminary plat allows the City to provide early feedback to the owner/developer on the proposed layout of the subdivision and check for consistency with zoning regulations, Comprehensive Plan, Comprehensive Outdoor Recreation Plan, Trails Master Plan, Street Design Guide, policies, stormwater management and infrastructure requirements. The preliminary plat is not intended to be the final recordable map as changes may be needed based upon staff review comments.

Proposed Conditions: Wilden Portfolio Park consists of 263.041 acres and will be divided into 14 proposed lots for mixed use buildings, commercial, park and open space and residential dwellings and 5 proposed outlots for stormwater detention, trails and greenway preservation.

The lands proposed to be dedicated to the public include Evergreen Drive right-of-way between North Ballard Road and Meade Street, Milestone Drive right-of-way adjacent to the existing corporate office building to North Ballard Road, Roads C and D right-of-way between Milestone Drive and Evergreen Drive, and right-of-way along Ballard Road, Interstate Highway "41" and Meade Street.

Pursuant to the Outlot Notes section of the preliminary plat, Outlot 1, 3, 4 & 5 are intended for stormwater management purposes and Outlot 2 is intended for park purposes. All outlots will be owned by Wilden Portfolio Park Master Association.

Zoning Ordinance Review Criteria: The proposed lots satisfy the minimum lot width and area requirement for all other uses that are not single-family, zero lot line dwellings and two-family dwellings pursuant to the Implementation Plan Document for Planned Development #4-00.

- Minimum lot area all other uses: 14,000 fourteen thousand (14,000) square feet.
- Minimum lot width all other uses: Sixty (60) feet.
- Other development standards will be reviewed through the site plan and building permit review process.

Consistency with the Proposed Thrivent Concept Master Plan: The preliminary plat layout in relationship to proposed land use patterns, lot configurations and street patterns are consistent with the Thrivent Concept Master Plan which was approved with the Planned Development Amendment to Planned Development District #4-00.

Street Names and Prefixes: Roads C and D shall be named on the final plat and shall meet Section 16-36 of the Municipal Code and the Street Name Policy.

Surrounding Zoning and Land Uses: This proposed preliminary plat appears to be compatible with the existing adjacent commercial properties and residential neighborhoods pursuant to the findings of fact listed in the staff report for Comprehensive Plan Future Land Use Map Amendment #1-24 and Planned Development District #4-00 Amendment (PD/C-2 #4-00).

2010-2030 Comprehensive Plan: Community Development staff has reviewed this proposed subdivision and determined it is consistent with the Mixed-Use use shown on the City's 2010-2030 Comprehensive Plan Future Land Use Map.

Overall Community Goals

Goal 1 – Community Growth (Chapter 10)

Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.

Goal 3 – Housing Quality, Variety, and Affordability (Chapter 5)

Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents and ensure that existing housing is adequately maintained in terms of physical quality and market viability.

Goal 8 – Economic Development

Appleton will pursue economic development that retains and attracts talented people, brings good jobs to the area, and supports the vitality of its industrial areas, downtown, and neighborhood business districts.

5.1 OBJECTIVE: Continue efforts to ensure an adequate supply of housing affordable to all income levels in the community.

5.3 OBJECTIVE: Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.

College North Neighborhood Plan – Chapter 4: Market Study 2020-2030: The average annual housing need is about 301 units per the market study this proposed single-family development will help to meet the demand for housing in Appleton as specified in the market study.

6.3 OBJECTIVE: Create an environment that is safe and conducive to walking and bicycling throughout the entire City.

6.3.2 Maintain existing sidewalks and implement plans to install new sidewalks in targeted areas where they do not exist. Continue the City's policies to require sidewalks in new neighborhoods.

7.1 OBJECTIVE: Provide a pattern of development that minimizes impacts to municipal services and utilities.

7.1.1 Prioritize development and redevelopment that minimizes the need for additional public and private infrastructure such as water storage facilities and sewage lift stations.

10.1 OBJECTIVE: Provide an adequate supply of suitable land meeting the demand for development of various land uses.

10.3 OBJECTIVE: Support future changes to zoning and other regulatory tools which are necessary to achieve the type of urban form and development reflective of smart growth principles, including support for "complete" neighborhoods (neighborhoods where residents can meet the majority of their daily needs on foot and by bicycle) throughout the City and in growth areas.

10.4 OBJECTIVE: Plan for compact, efficient, and fiscally responsible growth of residential, commercial, and industrial development in new neighborhoods in order to implement the principles of smart growth.

10.4.1 *Continue to guide residential growth to locations either contiguous to or within presently urbanized areas. As peripheral development occurs, it should be at a compact, urban density to ensure new neighborhoods can be efficiently served by public infrastructure.*

18.1 **OBJECTIVE:** *Continue to work with land developers and municipalities to acquire new park land through dedication or other means, as new development occurs.*

18.1.1 *Continue park land and trail dedication, or fee-in-lieu-of land dedication requirements for all new residential development.*

18.3 **OBJECTIVE:** *Develop the City's park system as an interconnected network of sites linked by greenways and trails.*

Dedication of Public Parks and/or Trails or Payment Fee in Lieu Thereof: The City of Appleton Official Map, Appleton Trail Master Plan, Comprehensive Outdoor Recreation Plan and the City of Appleton 2010-2030 Comprehensive Plan Future Land Use Map do not recommend the need for public parkland and/or trail dedication within the boundary of this preliminary plat. The preliminary plat does not identify any outlot(s) or easement(s) dedicated to the public for parkland and/or trail purposes. The Appleton Subdivision Regulations require parkland dedication or fee in lieu thereof for dwelling units proposed in a Planned Development Overlay District (PD). As a result, the City will collect a park fee in the amount of \$900.00 per dwelling unit proposed within Planned Development District #4-00 from the landowner upon the issuance of a building permit pursuant to Section 17-29(f) of the Municipal Code.

Development Review Team (DRT) Report: This item appeared on the following internal staff meeting agendas:

March 4, 2025 – DRT Agenda

May 6, 2025 – DRT Agenda

Comments pertaining to stormwater management, drainage, erosion control, utilities, street design, parkland dedication, plat layout and other technical requirements have been received from participating departments and captured in the stipulations found below. Staff comments have been submitted to the applicant by a separate email by staff.

FUTURE ACTIONS

An approved Preliminary Plat shall be deemed an expression of approval or conditional approval of the plat layout and used as a guide in the preparation of the Final Plat which will be subject to further consideration by the Plan Commission and Common Council.

The Final Plat materials shall be submitted within 36 months of last required approving authority of the Preliminary Plat, pursuant to Section 17-6(d) of the Municipal Code.

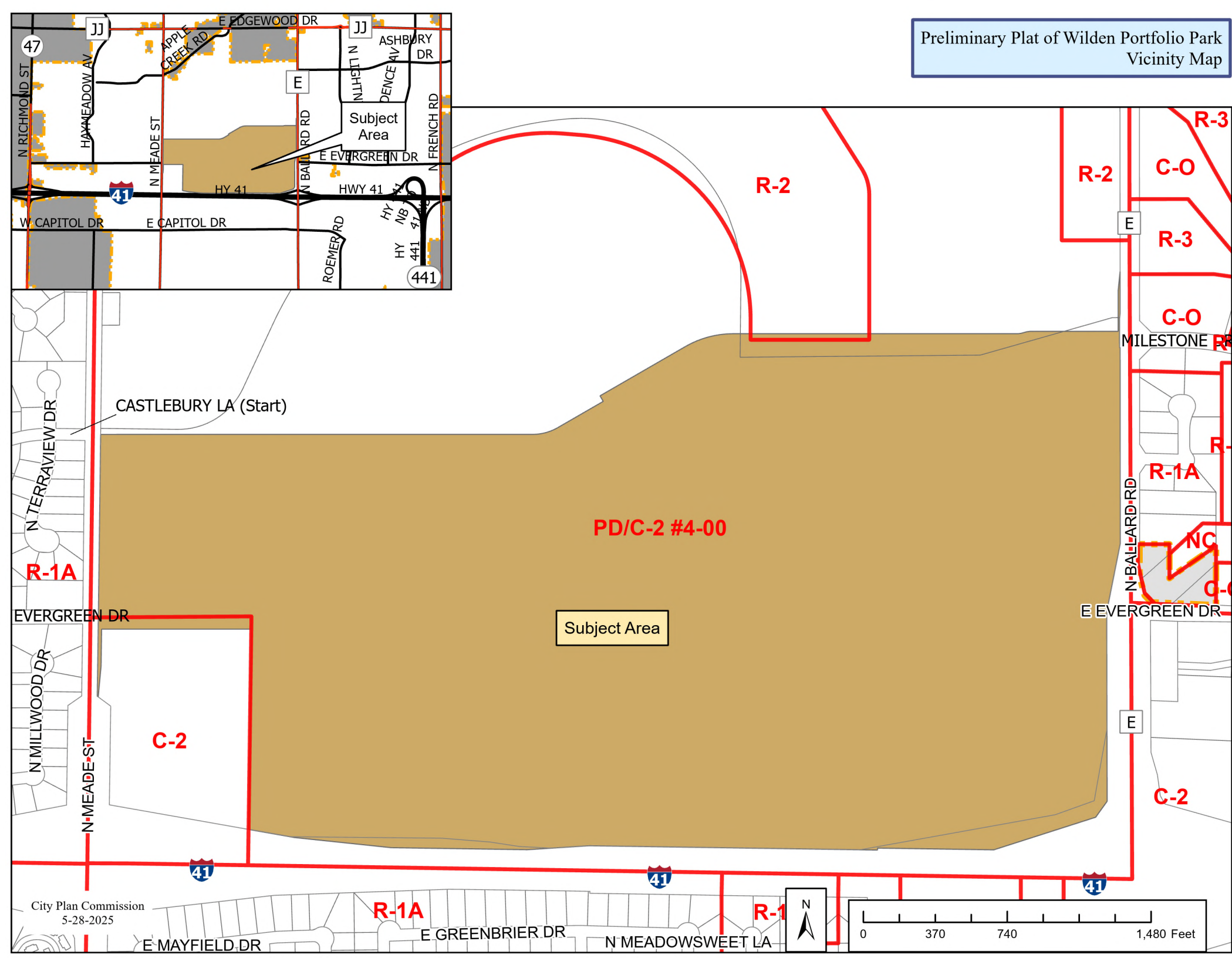
RECOMMENDATION

The Preliminary Plat for Wilden Portfolio Park, **BE APPROVED** subject to the following conditions and as shown on the attached maps:

1. The Municipal Services Committee and the Common Council reviewing and approving the roadway designs for Wilden Portfolio Park pursuant to the Complete Streets Design Guide. If approved, the Preliminary Plat for Wilden Portfolio Park and the corresponding roadway designs will be reported out at the same Common Council meeting.
2. The Preliminary Plat comments and conditions including but not limited to preliminary plat data, engineering feasibility plan – sanitary sewer, water, storm sewer, traffic, streets and intersections, stormwater & environmental – City Stormwater Permit/Stormwater Management Plan, hydrologic and hydraulic modeling, floodplain, Thrivent Dam, provided by the Department of Public Works, Engineering Division, Parks and Recreation Department, Community Development Department and the Appleton Fire Department dated May 22, 2025 shall be addressed by owner/applicant to the satisfaction of the respective City staff prior to City staff accepting and filing the final plat with the City Clerk's Office.
3. The Erosion & Sediment Control Plan shall be approved for each phase of the development by the Erosion Control Inspector prior to construction.
4. A Development Agreement is required between the City and owner/developer that identifies the duties and responsibilities with respect to the development of the subject land. The applicant and owner, Community Development Director, Public Works Director, City Engineer, City Attorney, and other applicable staff shall discuss the preparation and process of this agreement. City signatures will not be affixed to the Final Plat until the Development Agreement is executed by the owner/developer. All improvements for the Wilden Portfolio Park Plat shall be completed under the terms and conditions of said development agreement.
5. City signatures shall not be affixed to the Final Plat until objecting authorities including but not limited to the Department of Administration and Outagamie County review and notify the City that they do not object to the Final Plat.
6. All approvals and permits for development must be obtained from all appropriate regulatory agencies prior to construction.
7. The owner/applicant shall submit to the City the Final Plat within 36 months after the last required approval of the Preliminary Plat. If the Final Plat is not submitted within said 36 months, the City (and any other approving authority) may refuse to approve the Final Plat and shall recommence the procedure for Preliminary Plat approval or may extend the time for submission of the Final Plat.

NOTE: If approved, the Preliminary Plat for Wilden Portfolio Park and the corresponding roadway designs will be reported out at the same anticipated Common Council meeting on June 18, 2025.

Preliminary Plat of Wilden Portfolio Park Vicinity Map



PRELIMINARY PLAT OF WILDEN PORTFOLIO PARK

PART OF LOT 1 OF CSM NO. 8789, PART OF LOT 1, PART OF LOT 2, PART OF LOT 4 AND ALL OF LOT 3 OF CSM NO. 8790, LOCATED IN A PART OF THE SE 1/4 & SW 1/4 OF THE SW 1/4, PART OF THE NE 1/4, SE 1/4, SW 1/4 & NW 1/4 OF THE SE 1/4 OF SECTION 12, PART OF THE NE 1/4 & NW 1/4 OF THE NW 1/4 & PART OF THE NE 1/4 & NW 1/4 OF THE NE 1/4 OF SECTION 13, ALL BEING LOCATED IN TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.

PROJECT INFORMATION

PRELIMINARY PLAT
4321 N. BALLARD ROAD • APPLETON, WI 54919

PROFESSIONAL SEAL

PRELIMINARY DATES

FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

JOB NUMBER

240061800

SHEET NUMBER

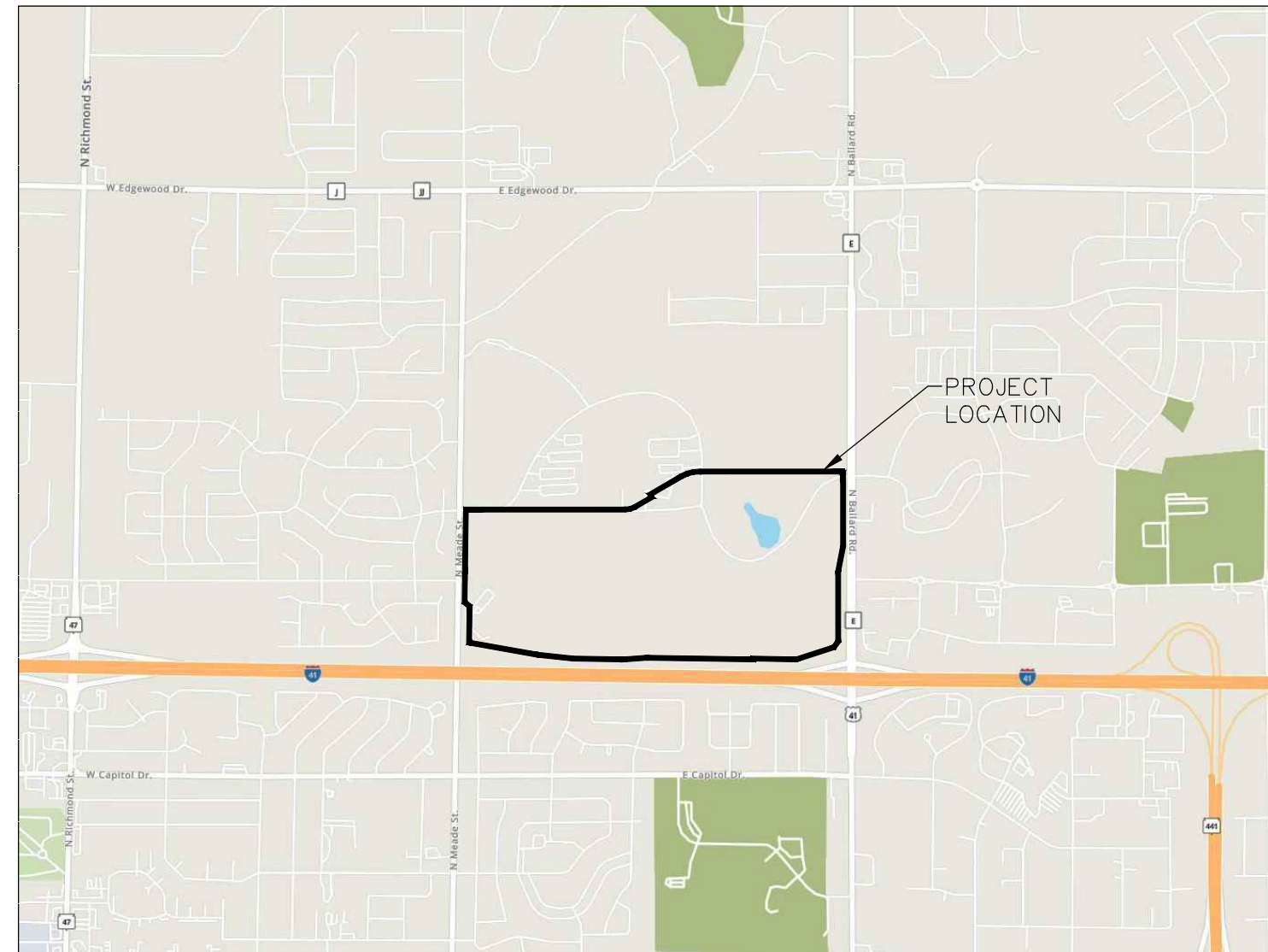
PP-O

BENCHMARK (NAVD 88)	ELEVATION
CITY BENCHMARK 2291 SHOULDER OF HYDRANT LOCATED ON THE WEST SIDE OF MEADE STREET APPROXIMATELY 190' NORTH OF CROSSING MEADOWS LANE	797.44
CITY BENCHMARK 3341 SHOULDER OF HYDRANT LOCATED ON THE EAST SIDE OF MEADE STREET APPROXIMATELY 85' SOUTH OF CASTLEBURY LANE	784.36
CITY BENCHMARK 1601 SHOULDER OF HYDRANT LOCATED ON THE EAST SIDE OF MEADE STREET APPROXIMATELY 520' SOUTH OF EVERGREEN DRIVE	787.94
CITY BENCHMARK 22780 SHOULDER OF HYDRANT LOCATED ON THE WEST SIDE OF BALLARD STREET APPROXIMATELY 1150' NORTH OF MILESTONE DRIVE	756.94
CITY BENCHMARK 1620 SHOULDER OF HYDRANT LOCATED ON THE WEST SIDE OF BALLARD STREET APPROXIMATELY 125' NORTH OF MILESTONE DRIVE	755.57
CITY BENCHMARK 1617 SHOULDER OF HYDRANT LOCATED ON THE WEST SIDE OF BALLARD STREET APPROXIMATELY 625' SOUTH OF SILVERLEAF COURT	754.96

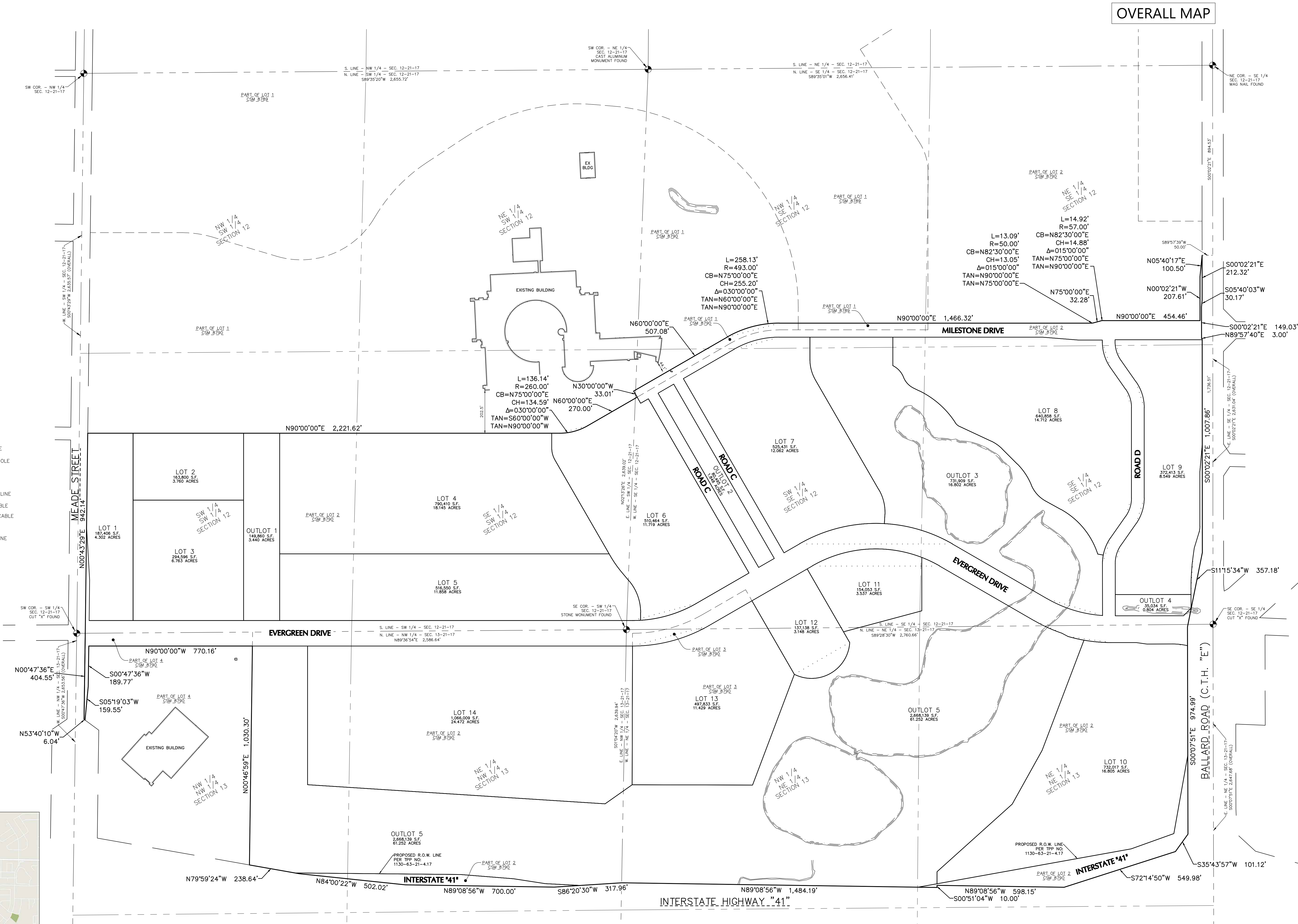
NOTE: ELEVATIONS SHOWN ON THIS PLAN ARE BASED ON NAVD OF 1988.

LEGEND:

WATER VALVE IN BOX	ST	STORM SEWER AND MANHOLE
WATER SERVICE VALVE	SA	SANITARY SEWER AND MANHOLE
TELEPHONE MANHOLE	W	WATER LINE AND HYDRANT
ELECTRIC MANHOLE	OU	OVERHEAD UTILITY LINE
ROUND CATCH BASIN	FO	UNDERGROUND FIBER OPTIC LINE
SQUARE CATCH BASIN	E	UNDERGROUND ELECTRIC CABLE
CURB INLET	T	UNDERGROUND TELEPHONE CABLE
UTILITY POLE WITH GUY WIRE	G	UNDERGROUND GAS LINE
STREET LIGHT	IR	UNDERGROUND IRRIGATION LINE
TELEPHONE PEDESTAL		CURB AND GUTTER
ELECTRIC PEDESTAL		PROPERTY LINE
ELECTRIC TRANSFORMER		NO ACCESS LINE
CABLE TV PEDESTAL		RIGHT-OF-WAY LINE
LIGHT POLE		ADJACENT PROPERTY LINE
SIGN		INTERNAL LOT LINE
HANDICAP PARKING STALL		CHAINLINK FENCE
GAS VALVE		WOOD FENCE
FLOOD LIGHT		STEEL FENCE
IRRIGATION CONTROL VALVE		
ELECTRIC METER		
ELECTRIC PANEL		
GAS METER		
POST INDICATOR VALVE		
FDC		
3/4" REBAR SET		
CUT "X" SET		
1-1/4" REBAR FOUND		
3/4" REBAR FOUND		
1" IRON PIPE FOUND		
CUT "X" FOUND		
MAG NAIL FOUND		



VICINITY MAP
NOT TO SCALE



GROSS AREA: 263.041 ACRES (11,458,070 SQ. FT.)

NET SUBDIVIDED AREA:

LOTS: 151,261 ACRES (6,588,978 SQ. FT.)
OUTLOTS: 84,146 ACRES (3,665,437 SQ. FT.)
ROW: 27,634 ACRES (1,203,655 SQ. FT.)

NUMBER OF LOTS: 14 LOTS & 5 OUTLOTS

AVERAGE LOT SIZE: 10,804 ACRES (470,641 SQ. FT.)
AVERAGE OUTLOT SIZE: 16,829 ACRES (733,087 SQ. FT.)

TYPICAL LOT DIMENSIONS: VARIES SEE PRELIMINARY PLAT SHEETS FOR BEARINGS AND DISTANCES

LINEAL FEET OF STREET: 11,685 FT

Current Zoning: C-2 WITH PD OVERLAY

Building Setbacks:

Front lot line setback:

- For mixed-use buildings: 0 feet
- For single-family detached dwellings adjacent to alley: 4 feet
- For all other uses: 10 feet

Rear lot line setback:

- For single-family detached dwellings: 4 feet
- For all other uses: 20 feet

Side lot line setback:

- For single-family detached dwellings, two-family dwellings and zero lot line two-family dwellings: 5 feet
- For all other uses: No side lot line setback, unless abutting a residentially zoned district, then shall be 10 feet, not including zero lot line two-family dwellings
- For zero lot line two-family dwellings with a common wall: No side lot line setback

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify that this preliminary plat is a true and correct representation of all the adjacent existing land divisions and of the boundary of the preliminary plat and features.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Chapter 17 of the City of Appleton Subdivision Ordinance in surveying, dividing and mapping of the same.

Ryan Wilgreen, P.L.S. 5-2647
ryan.wilgreen@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project No. 240061800

OUTLOT NOTES:
OUTLOTS 1, 3, 4 & 5 ARE FOR STORM WATER MANAGEMENT PURPOSES AND WILL BE OWNED BY WILDEN PORTFOLIO PARK MASTER ASSOCIATION.
OUTLOT 2 IS INTENDED FOR PARK PURPOSES AND WILL BE OWNED BY WILDEN PORTFOLIO PARK MASTER ASSOCIATION.

OWNER & SUBOWNER:
THRIVENT FINANCIAL FOR LUTHERANS
4321 N. BALLARD ROAD
APPLETON, WI 54919
ENGINEER & SURVEYOR:
EXCEL ENGINEERING, INC.
100 CAMELOT DRIVE
FOND DU LAC, WI 54935

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAMIE COUNTY. THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 12 HAS A BEARING OF SOUTH 00°-43'-28" WEST.

PRELIMINARY PLAT
OVERALL

1" = 200'
SCALE
200' 0 200' 400'
FEET

PRELIMINARY PLAT OF WILDEN PORTFOLIO PARK

PART OF LOT 1 OF CSM NO. 8789, PART OF LOT 1, PART OF LOT 2, PART OF LOT 4 AND ALL OF LOT 3 OF CSM NO. 8790, LOCATED IN A PART OF THE SE 1/4 & SW 1/4 OF THE SW 1/4, PART OF THE NE 1/4, SE 1/4, SW 1/4 & NW 1/4 OF THE SE 1/4 OF SECTION 12, PART OF THE NE 1/4 & NW 1/4 OF THE NW 1/4 & PART OF THE NE 1/4 & NW 1/4 OF THE NE 1/4 OF SECTION 13, ALL BEING LOCATED IN TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.



PROJECT INFORMATION

PRELIMINARY PLAT
4321 N. BALLARD ROAD • APPLETON, WI 54919

PROFESSIONAL SEAL

PRELIMINARY DATES

FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

JOB NUMBER

240061800

SHEET NUMBER

PP-NW

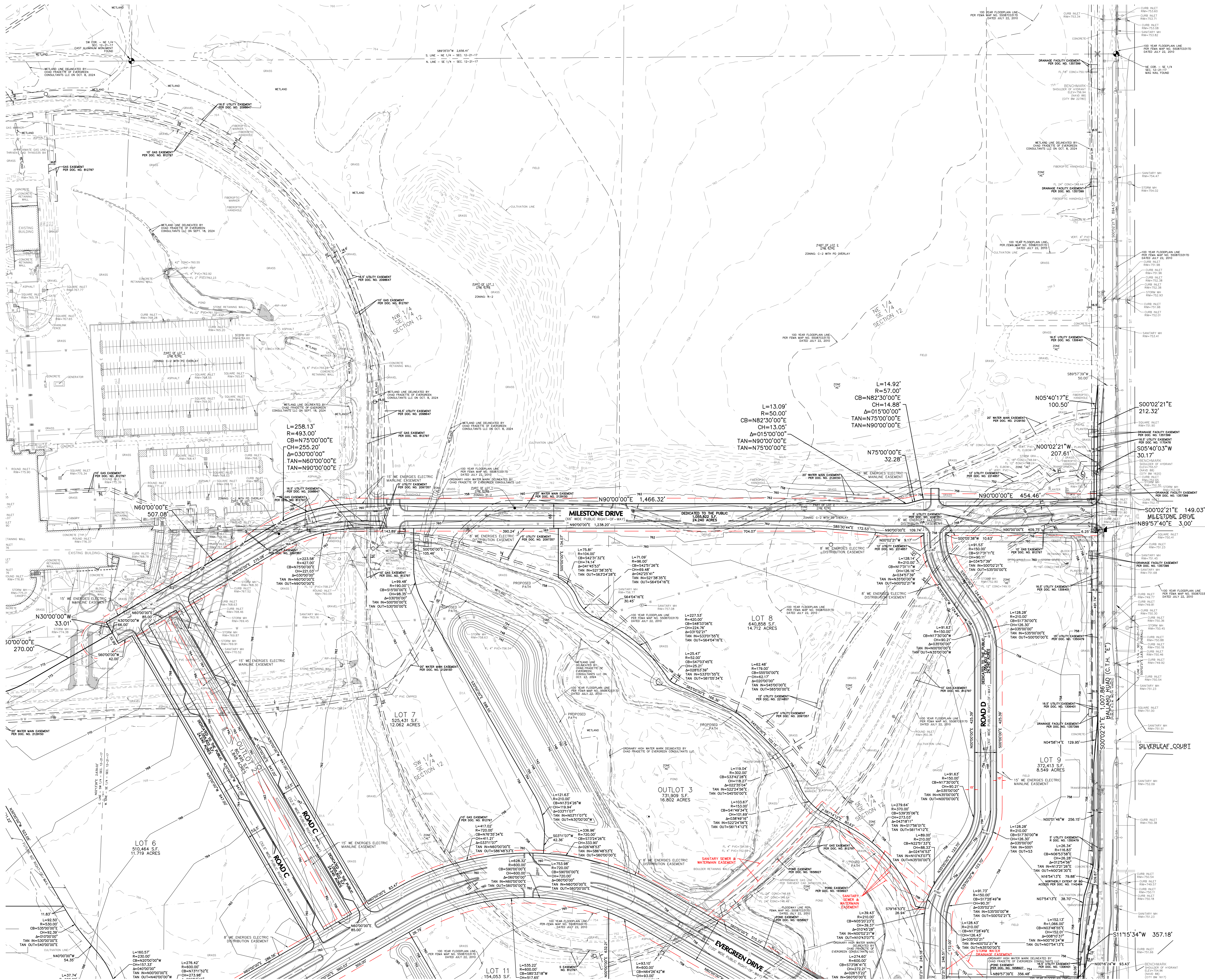
PRELIMINARY PLAT
NORTHWEST

1" = 100'
SCALE
100' 0 100' 200'
FEET

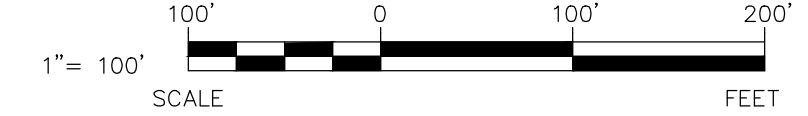
NOT FOR CONSTRUCTION

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PRELIMINARY PLAT
NORTHEAST



EXCEL
Always a Better Plan
100 Camelot Drive
Fond du Lac, WI 54935
920-926-9800
excelengineer.com

PROJECT INFORMATION

PROJECT NAME: WILDEN PORTFOLIO PARK
PROJECT LOCATION: TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN
PROJECT NUMBER: 240061800
SHEET NUMBER: 11

PRELIMINARY PLAT

4321 N. BALLARD ROAD • APPLETON, WI 54919

PROFESSIONAL SEAL

PRELIMINARY DATES
FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

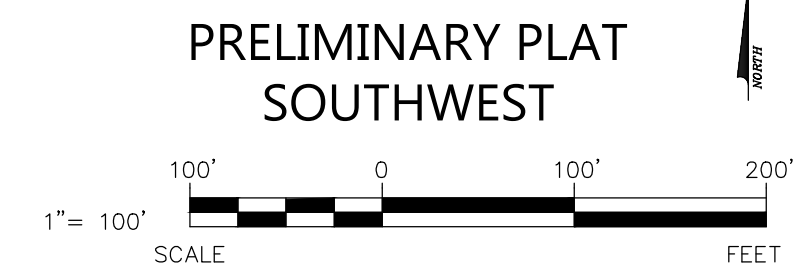
JOB NUMBER
240061800

SHEET NUMBER
PP-NE

NOT FOR CONSTRUCTION

PRELIMINARY PLAT OF WILDEN PORTFOLIO PARK

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EXCEL
Always a Better Plan
100 Camelot Drive
Fond du Lac, WI 54935
920-926-9800
excelengineer.com

PROJECT INFORMATION

PROJECT NAME: WILDEN PORTFOLIO PARK
PROJECT LOCATION: TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN
PROJECT NUMBER: 240061800
SHEET NUMBER: PP-SW

PRELIMINARY PLAT

4321 N. BALLARD ROAD • APPLETON, WI 54919

PROFESSIONAL SEAL

PRELIMINARY DATES

FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

JOB NUMBER

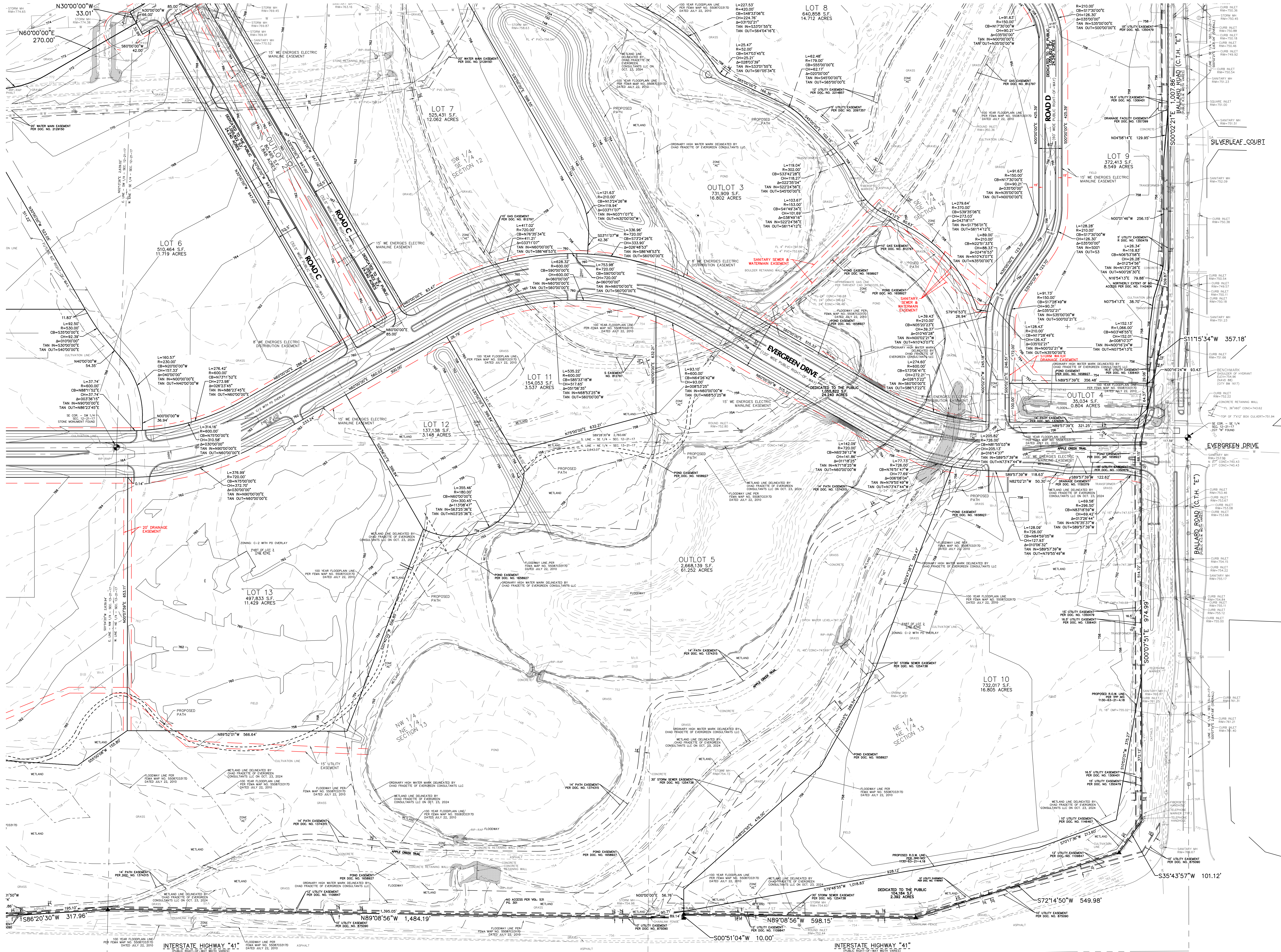
240061800

SHEET NUMBER

PP-SW

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EXCEL
Always a Better Plan
100 Camelot Drive
Fond du Lac, WI 54935
920-926-9800
excelengineer.com

PROJECT INFORMATION

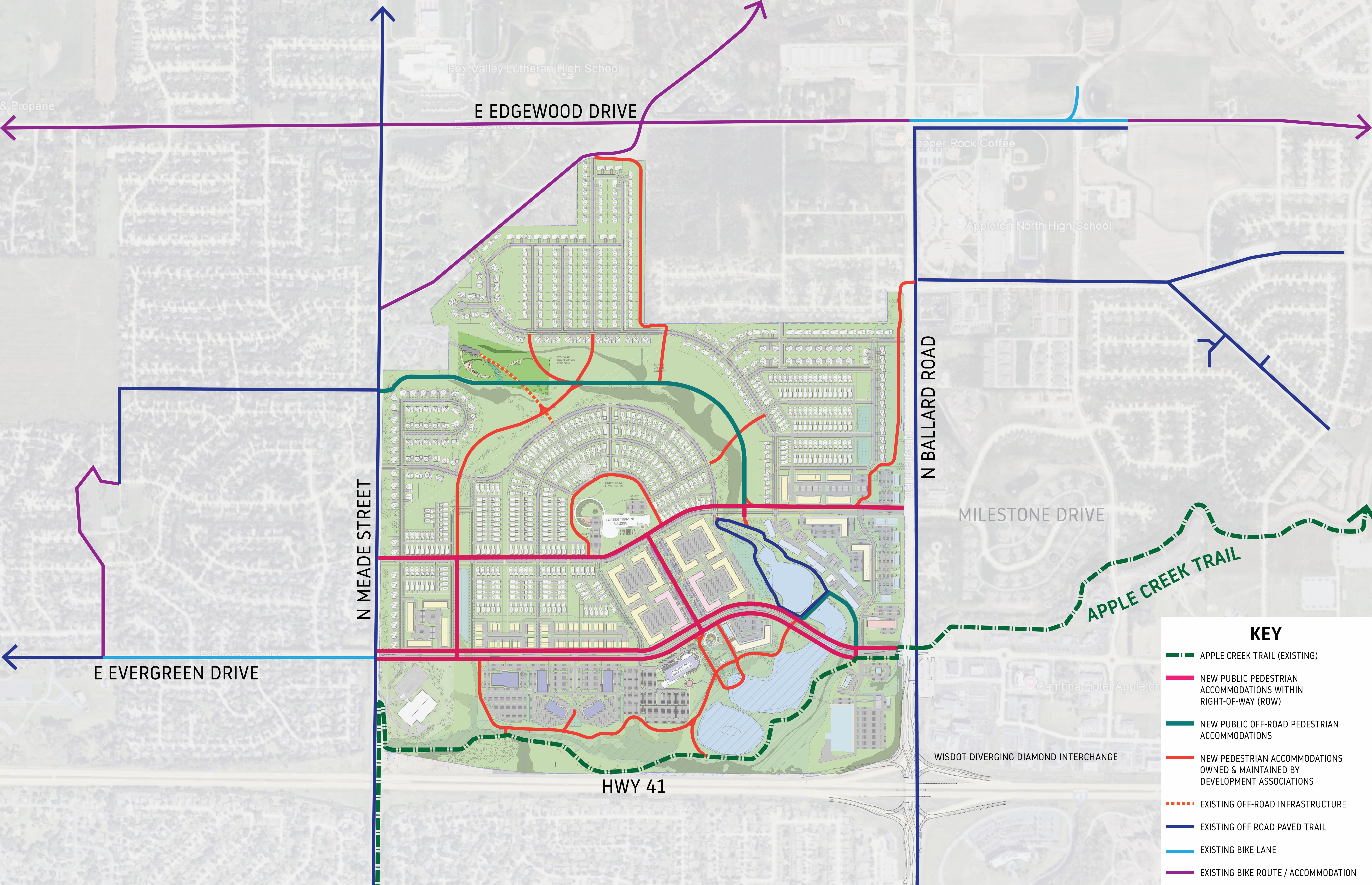
PRELIMINARY PLAT
4321 N. BALLARD ROAD • APPLETON, WI 54919

PRELIMINARY DATES
FEB. 10, 2025
FEB. 14, 2025
APR. 25, 2025

PROFESSIONAL SEAL
NOT FOR CONSTRUCTION

JOB NUMBER
240061800
SHEET NUMBER
PP-SE

PRELIMINARY PLAT
SOUTHEAST
1"=100'
SCALE
100' 0 100' 200'
FEET





CITY OF APPLETON

MEMORANDUM

Date: June 11, 2025
To: City Plan Commission
From: Lindsey Smith, Principal Planner
Subject: Rezoning # 5-25 – 6000 Block of N. French Road

GENERAL INFORMATION

Owner/Applicant: Dewitt Development Partners LLC, owner and City of Appleton Plan Commission, applicant

Address/Parcel Number: 6000 Block of N. French Road (Tax ID #31-1-8310-00, 31-1-8310-01, and 31-1-8310-02)

Applicant's Request: To assign a zoning classification following the Dewitt Development Partners LLC Annexation pursuant to the annexation petition. The proposed R-2 Two-Family District zoning classification is consistent with the current *Comprehensive Plan 2010-2030* Future Land Use Map which identifies this property as future one/two family land use.

Plan Commission Public Hearing Meeting Date: June 11, 2025

Common Council Meeting Date: June 18, 2025

BACKGROUND

May 14, 2025 – The Plan Commission recommended approval of the Dewitt Development Partners LLC Annexation and initiated the zoning map amendment (rezoning) for the subject property from AG Agricultural District to the zoning classification of R-2 Two-family District, pursuant to Section 23-65(h) of the Municipal Code.

May 21, 2025 – The Common Council approved the Dewitt Development Partners, LLC Annexation.

May 28, 2025 – The subject parcels were officially annexed to the City.

STAFF ANALYSIS

Existing Site Conditions: The subject parcel, including to the centerline of the adjacent right-of-way, is approximately 72.2948 acres m/l. Currently, the subject property is actively used for agricultural purposes.

Surrounding Zoning and Land Uses: The surrounding zoning and uses (north, south, east, and west) are generally residential in nature with a small portion being commercial.

North: Town of Grand Chute. The adjacent land uses to the north are residential and undeveloped land.

South: City of Appleton. R-1B Single-family, AG Agricultural District, and P-I Public Institutional. The adjacent land uses to the south are residential, undeveloped, and future North Lightning Drive right-of-way.

Town of Grand Chute. The adjacent land use to the south is undeveloped land.

East: Town of Grand Chute. The adjacent land use to the east is undeveloped land.

West: City of Appleton. R-1B Single-family. The adjacent land use to the west is residential.

Appleton Comprehensive Plan 2010-2030: The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future one/two family residential development. The proposed annexation is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Goal 1 – Community Growth

Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.

Goal 3 – Housing Quality, Variety, and Affordability

Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents, and ensure that existing housing is adequately maintained in terms of physical quality and market viability.

OBJECTIVE 5.3 Housing and Neighborhoods:

Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.

Policy 5.3.3 Plan for a supply of developable land suitable for residential development.

OBJECTIVE 10.1 Land Use:

Provide an adequate supply of suitable land meeting the demand for development of various land uses.

Proposed Zoning Classification: The R-2 district is intended to provide for and maintain residential areas characterized by single-family detached and two- (2-) family dwelling units. Increased densities and the introduction of two- (2-) family housing types are intended to provide for greater housing options for owners and renters while maintaining the basic qualities of a moderately dense residential neighborhood. Per Section 23-95(g) of the Municipal Code, the development standards in the R-2 Two-Family District are listed below:

(1) Two-family dwellings (duplex) and other uses.

a. **Minimum lot area, Single-family dwelling (detached):** Six thousand (6,000) square feet.

b. **Minimum lot area, Two-family dwellings (two-story duplex):** Seven thousand (7,000) square feet.

- c. **Minimum lot area, Two-family dwellings (single story duplex):** Nine thousand (9,000) square feet.
- d. **Minimum lot area, All other uses:** Seven thousand (7,000) square feet.
- e. **Minimum lot width, Single-family dwelling:** Fifty (50) feet.
- f. **Minimum lot width, All other uses:** Seventy (70) feet.
- g. **Minimum front lot line setback:** Twenty (20) feet (twenty-five (25) feet minimum on arterial street).
- h. **Minimum rear lot line setback:** Twenty-five (25) feet.
- i. **Minimum side lot line setback:** Six (6) feet.
- j. **Maximum lot coverage:** Sixty percent (60%).
- k. **Maximum building height:** Thirty-five (35) feet.

(2) **Zero lot line Two-family dwellings.** The development standards can be found in Section 23-95(g)(2) for zero lot line two-family dwellings.

Standards for Zoning Map Amendments: Per Section 23-65(e), all recommendations for zoning amendments shall be consistent with the adopted plans, goals and policies of the City and with the purpose and intent of this zoning ordinance. It would appear the criteria established has been satisfied. Related excerpts are listed below.

- (1) Prior to making a recommendation on a proposed zoning amendment, the Plan Commission shall make a finding to determine if the following conditions exist. No zoning amendment shall be approved prior to finding at least one (1) of the following:
 - a. The request for a zoning amendment is consistent with the Comprehensive Plan for the City of Appleton. *The rezoning request is in conformance with the Comprehensive Plan 2010-2030 goals and objectives stated above and the Future Land Use Map, which identifies this area with a future one and two-family residential designation.*
 - b. Factors have changed such as availability to new data, growth patterns and rates, the presence of new road or other infrastructure, additional development, annexation, or other zoning changes, making the subject property more appropriate for a different district.
 - c. There is an error in the zoning ordinance text or zoning map as enacted.

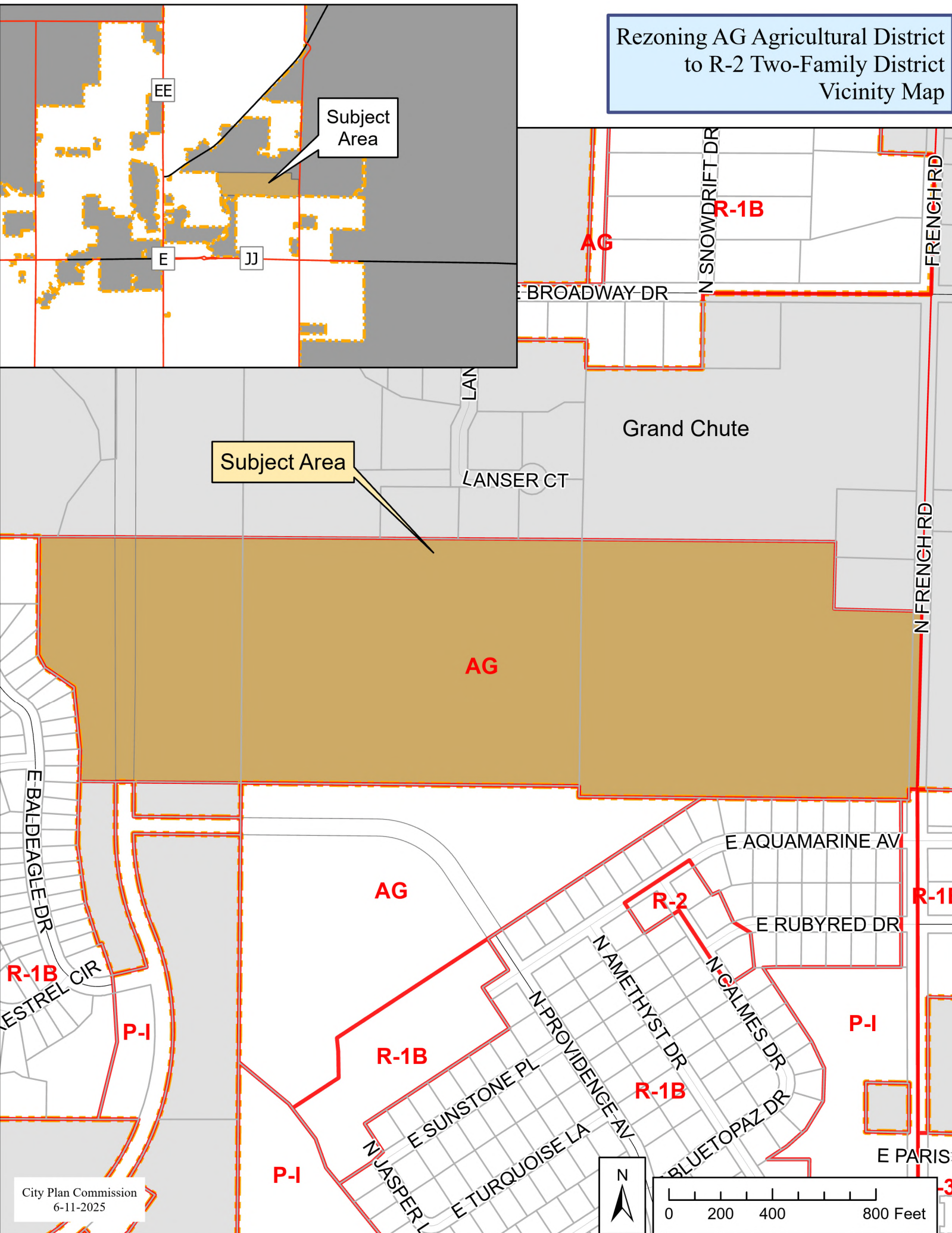
Development Review Team (DRT) Report: This item appeared on the April 1, 2025 DRT agenda. No negative comments were received from participating departments.

Future Actions: If the rezoning request is approved, it is anticipated that a subdivision plat will be prepared to subdivide the land for future residential development. The preliminary and final plat requires action by Plan Commission and Common Council.

RECOMMENDATION

Based upon the above analysis and the standards for zoning map amendments as required by Section 23-65(e)(1)a. of the Zoning Ordinance, staff recommends Rezoning #5-25 to rezone the subject parcel from AG Agricultural District to R-2 Two-Family District, including to the centerline of the adjacent right-of-way(s) as shown on the attached map, **BE APPROVED.**

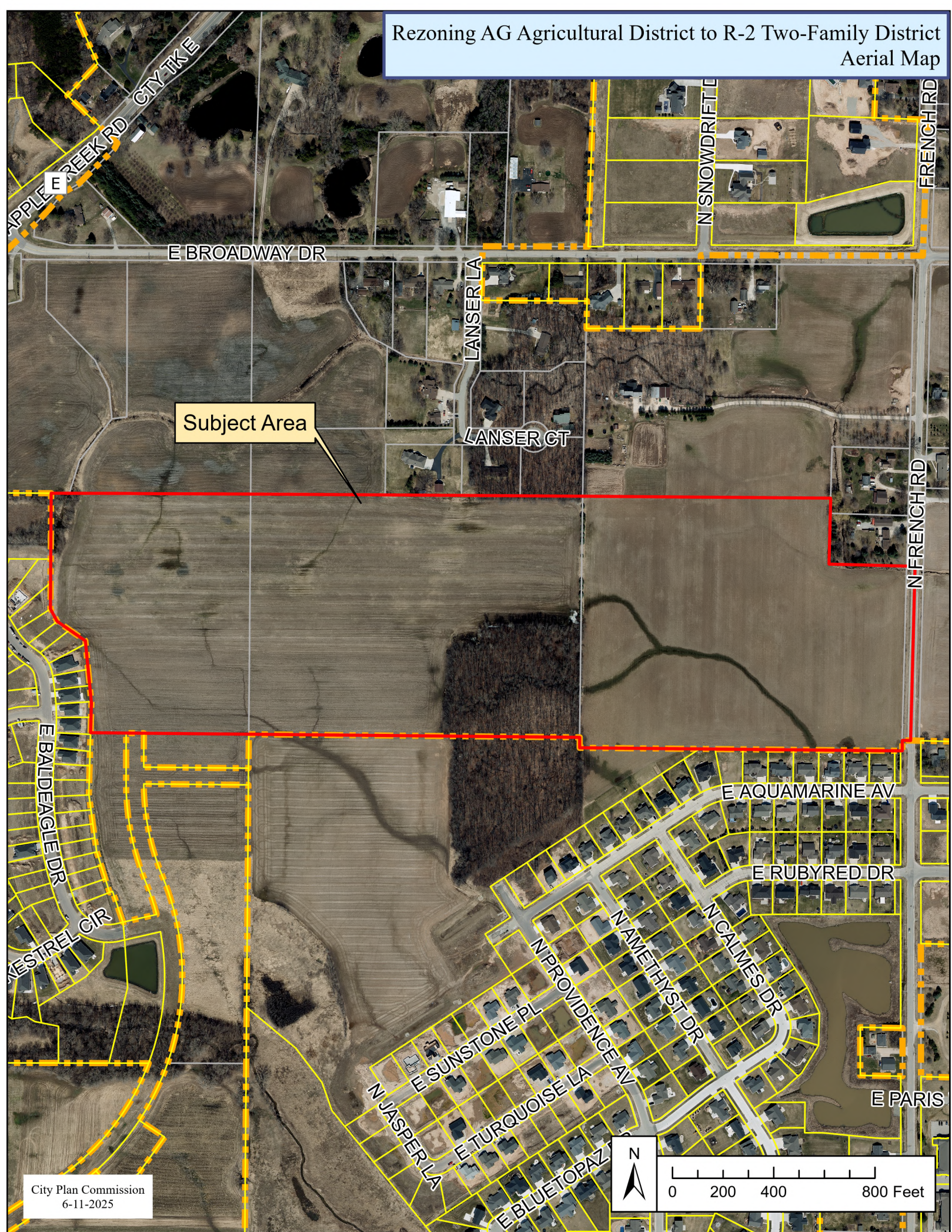
Rezoning AG Agricultural District
to R-2 Two-Family District
Vicinity Map



Subject Area

Subject Area

Rezoning AG Agricultural District to R-2 Two-Family District
Aerial Map



Part of the Southeast 1/4 of the Fractional Northeast 1/4 and All of the Southwest 1/4 of the Fractional Northeast 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 and part of the Northeast 1/4 of the Southeast 1/4, ALL of Section 6, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin, containing 3,149,161 Square Feet (72.2948 Acres) of land described as follows:

Beginning at the East 1/4 Corner of Section 06, Township 21 North, Range 18 East; thence S00°02'25"E along the east line of the Southeast 1/4 of said Section 06, 41.27 feet to the intersection of said east line with the east extension of the north line of Emerald Valley; thence N89°27'33"W along said extension line and along said north line, 1307.67 feet to the west line of the Northeast 1/4 of the Southeast 1/4 of said Section 06; thence N00°12'16"E along said west line, 41.27 feet to the south line of the Fractional Northeast 1/4 of said Section 06; thence N89°27'33"W along said south line, 1307.49 feet to the Center of said Section 06 as monumented; thence N89°27'19"W along the south line of the Fractional Northwest 1/4 of said Section 06, 625.06 feet to the east line of Apple Ridge 2; thence N01°36'33"E along said east line, 119.15 feet; thence N05°33'54"W along said east line, 247.09 feet; thence N55°27'06"W along said east line, 135.41 feet; thence N28°25'33"W along said east line, 55.45 feet; thence N00°20'17"E along said east line, 456.72 feet to the south line of Lot 1, Certified Survey Map No. 8359 and to the north line of the Southeast 1/4 of the Fractional Northwest 1/4 of said Section 06; thence S89°39'43"E along said south line of said Lot 1 and along said north line of said 1/4-1/4 and along the south line of Certified Survey Map No. 7511, 788.41 feet to the southeast corner of said Map No. 7511 and to the west line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06; thence N00°27'15"E along said east line of said Map No. 7511 and along said west line, 1.45 feet to the north line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06 as monumented and to the south line of Certified Survey Map No. 8122; thence S89°37'46"E along said north line as monumented and the south line of said Map No. 8122 and the south line of Certified Survey Map No. 6740 and the south line of Certified Survey Map No. 4280 and along the north line of the Southeast 1/4 of the Fractional Northeast 1/4 said Section 06 as monumented, 2291.51 feet to the west line of lands described in Doc. 1763227; thence S01°26'43"W along said west line and the west line of Lands Described in Doc. 799879, 259.41 feet to the south line of said Doc. 799879; thence S88°09'17"E along said south line, 340.00 feet to the east line of the Fractional Northeast 1/4 of said Section 06; thence S01°26'43"W along said east line, 689.84 feet to the Point Of Beginning. Described Lands are subject to easements and restrictions of record.

Brenda Broeske

From: AG Sieber <agsieber@gmail.com>
Sent: Thursday, June 5, 2025 8:41 AM
To: Lindsey R. Smith
Subject: Rezoning Hearing

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

Lindsey:

This is in response to the Notice of Public Hearing of the Appleton City Plan Commission concerning the rezoning hearing on June 11 regarding the Dewitt property on North French Road. I ask that it be shared with the commission members.

Obviously we do not want to see this property developed, which will result in the loss of our country view. But we are resigned to the fact that it is *fait accompli* and it is doubtful there is anything we can say or do that will prevent it from happening.

With that in mind, our No. 1 concern is that the rezoning will allow for two-family units in addition to single-family units. I believe the developer has said he plans to build only single-family units, but we would be more confident of that if the zoning allowed for only single-family units. We would be very disappointed if we ended up with a row of duplexes abutting the properties on Aquamarine Avenue.

— Arlyn Sieber
3220 E. Aquamarine Avenue

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

Resolution #4-R-25
A Resolution to Rename Appleton Memorial Park to Veteran's Memorial Park

Date: June 4, 2025

Submitted By: Alderperson Hayden – District 7, Alderperson Van Zeeland – District 5, Alderperson Schultz – District 9

Referred To: Parks & Recreation Committee

WHEREAS, Appleton Memorial Park is a prominent public space serving the residents of Appleton and surrounding communities, providing opportunities for recreation, reflection, and community gatherings; and

WHEREAS, the City of Appleton acknowledges and honors the service and sacrifice of United States military veterans who have served our country with courage, dedication, and selflessness; and

WHEREAS, community members and local veterans' organizations have expressed strong interest in establishing a permanent and visible tribute to veterans within the city; and

WHEREAS, renaming Appleton Memorial Park to Veteran's Memorial Park would serve as a lasting symbol of gratitude and respect, and would reinforce the park's role as a place of remembrance, civic pride, and historical reflection; and

WHEREAS, the current Veteran's Park will be renamed; and

WHEREAS, the Parks & Recreation Department will develop such process and present it for approval by the Parks & Recreation Committee, and

WHEREAS, the proposed name change has been reviewed and supported by the Appleton Parks & Recreation Department and the Mayor;

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

1. Appleton Memorial Park shall henceforth be renamed Veteran's Memorial Park, effective [*date*].
2. All official city documents, signage, maps, and promotional materials shall be updated accordingly.
3. A plan to relocate select existing memorials will be developed by staff in consultation with community organizations and committees of jurisdiction.
4. A plan to add memorials for recent conflicts, that currently do not exist, be developed.
5. The City will collaborate with local veterans' groups and community stakeholders to commemorate the renaming with a dedication ceremony and appropriate memorial features.

BE IT FURTHER RESOLVED, that the City of Appleton reaffirms its ongoing commitment to honoring veterans and preserving their legacy for future generations.



DEPARTMENT OF
**PUBLIC
WORKS**

Date: June 2, 2025

To: Finance Committee

From: Laura Jungwirth, Director of Public Works
Jeri Ohman, Director of Finance

Subject: Request to apply for a Safe Drinking Water Loan and
Approve a Resolution declaring official intent to reimburse
expenditures for loan disbursement payments

The Wisconsin Department of Natural Resources Safe Drinking Water Loan Program (SDWLP) has made funding available for the 2026 state fiscal year to municipalities for assisting property owners with costs associated with the replacement of private lead service lines (LSL's). This funding will be made available to municipalities in the form of a loan with a percentage of the loans issued qualifying for principal forgiveness.

The SDWLP Priority Evaluation Ranking Formula (PERF) is used to determine projects that are eligible for principal forgiveness funding and standard loan funding. The PERF is based on several factors including census tract data. The City of Appleton currently has some census tracts with the city limits that may qualify for the principal forgiveness program. The Department of Public Works is requesting to apply for this program to secure funding to replace LSL's in designated census tract areas and will only accept funding if principal forgiveness loans are awarded.

A condition of the SDWLP loan application is that a resolution must be passed that ensures any funds received from the SDWLP loan will be utilized for reimbursement of project costs.

Therefore, staff recommends approval to apply for a Safe Drinking Water Loan and approval of Resolution Declaring Official Intent to Reimburse Expenditures from Loan Disbursement Payments.

RESOLUTION NO.

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM LOAN DISBURSEMENT PAYMENTS

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") plans to undertake a project to replace private lead service water lines servicing City of Appleton customers (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which a portion of the principal will be forgiven at the time loan disbursements are made to the Municipality;

WHEREAS, the Municipality expects to finance the entirety of the Project using the funds made available through the SDWLP;

WHEREAS, because the loan funds will not be disbursed prior to completion of work, the Municipality must provide interim financing to cover the costs of the Project incurred prior to receipt of the disbursements of the loan; and

WHEREAS, it is necessary, desirable, and in the best interest of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the loan funds are issued.

NOW THEREFORE, BE IT RESOLVED by Mayor Jacob A. Woodford and City Clerk Kami Lynch of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Loan disbursements become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent to reimburse said expenditures with disbursements of the Loan, the principal amount of which is not expected to exceed \$820,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Loan are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at City Hall within 30 days of its approval in compliance with applicable State law governing the availability of records of official acts and shall remain available for public inspection until the Loan is disbursed.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Effective Date: _____, 2025.

Submitted By: City of Appleton

Signed: _____
Jake Woodford, Mayor

Kami Lynch, City Clerk



DEPARTMENT OF UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: June 3, 2025
To: Chairperson Brad Firkus and Members of the Finance Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Award Sole Source Purchase of Appleton Wastewater Treatment Plant Polymer Make-Down Systems to Polydyne Inc. for a total cost not to exceed \$89,500**

BACKGROUND:

The existing polymer make-down system at the AWWTP which services the belt filter press equipment has been in service for over 20 years. The two different vintage make-down systems are dissimilar in design, operation, and parts. A request was made to replace both present-day systems with one that equals current performance while offering expanded remote functionality with use of the existing Supervisory Control and Data Acquisition (SCADA) system. The current system has reached its useful life, with increasing maintenance issues, outdated components, and a growing risk of operational failure that threatens process performance and compliance.

JUSTIFICATION FOR SOLE SOURCE:

We are requesting sole source approval to procure a new polymer make-down system due to the following:

1. **Standardization:** The selected system matches the standardized polymer equipment recently adopted across our facilities, ensuring compatibility, simplified training, spare parts commonality, and operational consistency.
2. **Proprietary Equipment:** The selected vendor is the sole authorized supplier of the current dewatering polymer and of the proprietary technology used for the type of polymer products they provide. Although other manufacturers provide polymer make-down systems, they may not deliver the same performance or be cost competitive. Note that a quote was sought by another reputable equipment manufacture totaling \$132,000.
3. **Operational Efficiency:** This system offers proven performance specific to our plant's polymer and process needs, reducing the risk of product mismatch or integration issues.
4. **Long-Term Cost Savings:** Standardizing on this system reduces inventory needs, simplifies maintenance contracts, and improves staff proficiency, resulting in long-

term savings despite higher upfront investment.

Vendor: Polydyne Inc.

Quoted Cost: \$89,500

RECOMMENDATION:

I recommend approving this sole source purchase to ensure timely replacement of critical infrastructure in conjunction with the current Phase II Belt Filter Press Equipment Upgrades Project, maintain operational reliability, and align with the department's standardization strategy.

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- ☒ **Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- ☐ **Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- ☐ **Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- ☒ **Continuity of design: Consistency** with current commodity or service.
- ☐ **Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- ☐ **Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- ☐ **Other: Description** provided below

--

PROPOSED DETAILS
Requesting dept: Wastewater Treatment Plant
Product/service: Polymer Make-Down System Replacement
Vendor name: Polydyne Inc.
Total cost: Total not to excel \$89,500

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

Jennifer Huss
Purchasing Manager

06/03/2025
Date



DEPARTMENT OF UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Director

CC: Kelli Rindt, Enterprise Fund Accounting Manager
Ryan Rice, Utilities Deputy Director

Date: June 3, 2025

Re: **Action: Change Order #6 to Rohde Brothers, Inc. contract as part of the AWWTP Sludge Piping and Digester Heat Exchanger Replacement Project totaling \$111,247 resulting in a decrease in contingency from \$134,357 to \$23,110**

BACKGROUND:

On September 6, 2023 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Sludge Piping and Digester Heat Exchanger Replacement Base Bid with Alternate Bid to Rohde Brothers Inc. in the amount of \$1,612,000 with 15% contingency of \$241,800 for a project total not to exceed \$1,853,800. The change order task described below represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #5 – INFORMATIONAL

Change Order #5 reflects labor and equipment costs to provide a sludge piping flushing connections with associated valving, and fire hose adaptor fittings (\$1,856); replacement service saddle (\$432); and two sections of stainless steel sludge pipe extending from the circulation sludge pump room through the adjacent concrete wall to each anaerobic digester (\$13,435). Total cost was \$15,723.

CHANGE ORDER #6 – ACTION

Change Order #6 reflects labor and equipment costs to provide disconnects for sludge recirculation pumps in MK tunnel (\$12,075); demolish unused sludge transfer pump, pump base, and associated piping (\$7,475); provide new seal water booster pump to support digester sludge circulation pumps (\$19,705); demolish existing pneumatic operated 3-way hot water blend valves and provide new electric actuated 3-way hot water blend valves for the Blended Sludge Heat Exchanger and the two Primary Digester Heat Exchangers that are integrated with the AWWTP SCADA computer system (\$71,992); extend final completion to October 25, 2025 (\$0). Total cost was \$111,247.

Table 1: Change Order (CO) Summary

CO#	Cost	Description
CO#1	\$9,730	Provide and install three (3) additional plug valves
CO#2	\$33,220	Fabricate shell and tube primary digester heat exchanger in lieu of inner tube only.
CO#3	\$17,501	Demo existing fiberglass insulation and provide new rigid insulation (\$3,516); Replace 10 butterfly valves (\$13,985)
CO#4	\$31,269	Patch spalled concrete, inject cracks, and paint ceiling of MK Tunnel
CO#5	\$15,723	Replace Flushing valve (\$1,856); provide new replacement saddle (\$432), and replace existing ductile iron sludge pipe sections with new stainless steel spool sections between lower digester circulation pump room and lower elevation beneath each anaerobic digester (\$13,435).
CO#6	\$111,247	Provide disconnects for sludge recirculation pumps in MK tunnel; demolish unused sludge transfer pump and piping; provide new seal water booster pump, and replace heat exchanger hot water 3-way blend valves with new electric actuated valves; no cost change extend final completion to October 25, 2025.

TOTAL \$218,690

The \$218,690 through Change Order #6 represents 90% of the \$241,800 of approved contingency and less than 14% of the originally awarded \$1,612,000 contract. Project final completion is currently projected to occur by late October 2025.

Please contact me at 920-832-5945 if you have any questions or require additional information regarding this project.

RESOLUTION NO. 2025-____

Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") wishes to undertake a project to replace private lead service lines at residences, identified as DNR No. 4755-06 (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement;

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$510,523.00 that it has identified as being eligible for SDWLP funding;

NOW THEREFORE, the following resolution is presented by the City of Appleton to the City of Appleton Common Council.

RESOLVED, the City Mayor Jacob A. Woodford and City Clerk Kami Lynch are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project.

FURTHER RESOLVED, the Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

FINALLY RESOLVED, the City Clerk be directed to forward a copy of the signed Resolution to the Department of Natural Resources.

Effective Date: _____, 2025.

Submitted By: City of Appleton

By: _____
Jacob A. Woodford, Mayor

Attest: _____
Kami Lynch, City Clerk



DEPARTMENT OF
**PUBLIC
WORKS**

Date: June 2, 2025
To: Finance Committee
From: Laura Jungwirth, P.E. Director of Public Works
Subject: Approve 2025 Budget Amendment to the Water Utility Fund
+\$510,523 WDNR Principal Forgiveness Loan Grant Revenue
+\$510,523 Private-Side Lead Service Replacement Expense

The Water Division of the Public Works Department has secured a Principal Forgiveness Loan from the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program (SDWLP) in the amount of \$510,523 to cover costs related to private side lead service replacements.

This budget amendment is being requested to increase the budget to allow the contractor to complete the private side lead replacements and to record the revenue to be received from the principal forgiveness SDWLP Loan that will be used to fund the costs of the private side lead replacements under the contract.



CITY OF APPLETON

MEMORANDUM

Date: June 5, 2025

To: Finance Committee

From: Kara Homan, AICP, Director of Community Development
Jeri Ohman, Director of Finance

Subject: Request to approve contract amendment for BMC ARPA Grant Administration
Contract with funding from ARPA reserve amounts

Background

In August 2022, the Common Council approved awarding a contract to Booth Management Consulting, LLC (BMC) to provide ARPA Grant Administration services for an amount not to exceed \$150,000, with an original expiration date of December 31, 2024. Last December, the Common Council approved an extension to the contract performance date to December 31, 2026 (to align with the US Treasury ARPA reporting period). Since our last extension, we've gone through several quarters of ARPA grant subrecipient and city-led department project reporting, and have exhausted the existing contract budget. Quarterly reporting, due to the level of technical assistance needed to ensure compliance for our internal and external projects, has proven to be more time intensive than initially estimated at the time of our first contract amendment (which did not change the contract budget).

We have worked with our consultant to estimate a new contract amount that is needed to complete the ongoing compliance and reporting work for internal and external grant recipients, and to assist the Finance Director with ARPA closeout reporting.

Recommendation

Staff requests that an amendment to the Booth Management Consulting, LLC ARPA Grant Administration contract not to exceed contract amount be increased by \$70,000, for a total amount not to exceed of \$220,000. We request this be funded by the ARPA reserve amounts, ensuring no fiscal impact on the city's general fund.



CITY OF APPLETON

MEMORANDUM

Date: June 9, 2025
To: Finance Committee
From: Lindsey Smith, Principal Planner and Eric Lom, Traffic Engineer
Subject: SS4A Planning and Demonstration MPO Grant Application

Background & Analysis: East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs). <https://www.ecwrpc.org/wp-content/uploads/2024/04/Comprehensive-Safety-Action-Plan.pdf>, and it was amended on 3-28-2024 to align with newer requirements of the Safe Streets and Roads for All (SS4A) program. The CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes resulting in fatalities or serious injuries and environmental factors that increase crash risk. The County Highway (CTH) KK corridor was identified on page 335 in the CSAP as the top priority project with 823 crashes: 9 serious injuries and 3 fatalities, between 2018 and 2022. The CTH KK corridor study will span four and a half miles between East John Street and STH 55. The issues on CTH KK are attributed to congestion due to State Highway 441 and considerable development along the corridor. It's expected that congestion will worsen with known planned developments, which will exacerbate existing problems due to high traffic volumes.

The CTH KK corridor is the boundary between two counties, Calumet and Outagamie; and stretches through four municipalities; the City of Appleton, the Village of Harrison, the Town of Buchanan, and the City of Kaukauna; and is considered to be of regional importance for the transportation network. ECWRPC will apply for funds to develop a corridor study to include an updated road safety audit and recommendations for a roadway safety plan to prevent transportation-related deaths and injuries along the CTH KK corridor. The estimated project cost for the corridor study is \$800,000.

Additionally, the CSAP identified 6,425 crashes occurring in the City of Appleton between 2018 and 2022, representing 25% of the total crashes in the MPO. Between 2018-2022, 128 crashes resulted in a person being killed or seriously injured, with 25 of them involving a pedestrian or bicyclist. City staff have identified the need for the development of a bike and pedestrian plan that provides a comprehensive audit of existing pedestrian and bicycle infrastructure. This plan will identify gaps in the existing network and highlight opportunities for connectivity and safety improvements. The development of a bike and pedestrian plan will allow for further insight into crash trends involving bicyclists and pedestrians.

The City currently has an on-street bicycle plan that was adopted in 2010 and trails master plan from 2017. A consolidated bike and pedestrian plan will provide city staff, elected officials, developers, residents, and stakeholders a clear direction on planning bike and pedestrian facilities throughout the City and further implement the complete street design guide and complete street policy.

As part of the bike and pedestrian planning efforts, the City will acquire a demonstration kit to perform safety and accessibility audits at high-risk intersections and corridors during the bike and pedestrian plan as field-based extension of the planning activities, enabling us to test context-sensitive strategies and gather real time data on road user behavior and safety. The estimated project cost to develop a bike and pedestrian plan and purchase a demonstration kit is \$200,000.

Therefore ECWRPC, as the MPO for the Appleton (Fox Cities) planning area, intends to apply for a \$1,000,000 SS4A Transportation Grant which provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance. The SS4A program includes funding for Planning and Demonstration projects.

The SS4A grant program will fund projects at up to 80% of the cost, requiring a local match of at least 20%, which may be higher if the awarded amount is less than 80%. ECWRPC is committed to writing and submitting the grant application and documentation as well as overseeing the grant management and reporting. Additionally, ECWRPC may provide updated traffic counts, crash data analysis and a speed study for the corridor study. This will be in the form of staff time that cannot be used as match due to MPO staff time being federally funded. Therefore, each county will provide 25% of the local match, the remaining 50% local match will be divided among the four municipalities based on road frontage as indicated in the chart below. The City of Appleton will be responsible for the 20% local match, \$40,000 for the Bike and Pedestrian Master Plan and demonstration kit.

	PERCENT	AMOUNT				
TOTAL PROJECT COST		\$ 800,000				
FED	80%	\$ 640,000				
LOCAL MATCH	20%	\$ 160,000				
LOCAL MATCH PRORATION						
OUTAGAMIE	25%	\$ 40,000				
CALUMET	25%	\$ 40,000				
		\$ 80,000				
				%	Length (Miles)	MCD
APPLETON	11.5%	\$ 18,348		22.9%	2.074182	City of Appleton
HARRISON	17.6%	\$ 28,089		35.1%	3.175418	Village of Harrison
BUCHANAN	16.6%	\$ 26,488		33.1%	2.994444	Town of Buchanan
KAUKAUNA	4.4%	\$ 7,075		8.8%	0.799757	City of Kaukauna
		\$ 80,000		100%	9.043801	

Receipt of a 2025 SS4A Planning and Demonstration Grant will allow the MPO to enter into a contract on a road corridor study, bike and pedestrian plan, and purchase a demonstration kit. The findings of these studies will support applying for future implementation funding to advance the recommendations of the studies. Both the road corridor study and bike and pedestrian plan are viewed as catalysts for future studies and projects that can be utilized throughout the region as an example of best practices to increase safety for all roadway users.

Staff Recommendation: Staff recommends approval of the resolutions of support for SS4A Planning and Demonstration MPO Grant Application.

RESOLUTION NO. _____

**RESOLUTION OF SUPPORT FOR FFY 2025 SAFE STREETS AND ROADS FOR ALL (SS4A)
GRANT APPLICATION**

WHEREAS the Safe Streets and Roads for All (hereafter, SS4A) Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance; and

WHEREAS eligible projects for Federal Fiscal Year 2025 SS4A Grants Program include Planning and Demonstration projects to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land; and

WHEREAS the East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) and was amended on 3-28-2024 to align with newer requirements of the SS4A program; and

WHEREAS the CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes with fatalities or serious injuries and environmental factors that increase crash risk; and

WHEREAS , the CSAP identified 6,425 crashes occurring in the City of Appleton between 2018 and 2022, representing 25% of the total crashes in the region. Between 2018 and 2022, 128 crashes resulted in person being killed or seriously injured, with 25 of them involving a pedestrian or bicyclist. The City experiences significantly higher rate of bicycles and pedestrians killed or seriously injured compared to the MPO indicating a disproportionate vulnerability for these road users in the City; and

WHEREAS the ECWRPC, as the MPO, intends to apply for a \$200,000 SS4A grant for the development of a comprehensive bike and pedestrian plan and purchase a demonstration kit to perform safety and accessibility audits at high-risk intersections and corridors, which will take a systemic approach to improving safety and reducing transportation-related deaths and injuries for non-motorized users; and

WHEREAS the City of Appleton will provide 20%, \$40,000 in local match funding required by the SS4A Grant Program; and

NOW THEREFORE BE IT RESOLVED that City of Appleton supports and approves the application towards FY 2025 SS4A Planning and Demonstration funding and directs ECWRPC staff to submit the application.

Dated this _____ day of _____, 2025

RESOLUTION NO. _____

**RESOLUTION OF SUPPORT FOR FFY 2025 SAFE STREETS AND ROADS FOR ALL (SS4A)
GRANT APPLICATION**

WHEREAS the Safe Streets and Roads for All (hereafter, SS4A) Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance; and

WHEREAS eligible projects for Federal Fiscal Year 2025 SS4A Grants Program include Planning and Demonstration projects to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land; and

WHEREAS the East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) and was amended on 3-28-2024 to align with newer requirements of the SS4A program; and

WHEREAS the CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes with fatalities or serious injuries and environmental factors that increase crash risk; and

WHEREAS the County Highway (CTH) KK corridor was identified on page 335 in the CSAP as the top priority project with 823 crashes: 9 serious injuries and 3 fatalities, between 2018 and 2022; and

WHEREAS the CTH KK corridor is the boundary between two counties; Calumet and Outagamie, and stretches through four municipalities: the City of Appleton, the Village of Harrison, the Town of Buchanan, and the City of Kaukauna; and

WHEREAS the ECWRPC, as the MPO, intends to apply for an \$800,000 SS4A grant for the development of a corridor study to include an updated road safety audit and recommendations for a roadway safety plan to prevent transportation-related deaths and injuries along the CTH KK corridor; and

WHEREAS each municipality will provide their portion of local match funding as indicated in the chart below, of the 20% required by the SS4A Grant Program; and

	PERCENT	AMOUNT					
TOTAL PROJECT COST		\$ 800,000					
FED	80%	\$ 640,000					
LOCAL MATCH	20%	\$ 160,000					
LOCAL MATCH PRORATION							
OUTAGAMIE	25%	\$ 40,000					
CALUMET	25%	\$ 40,000					
		\$ 80,000					
				%	Length (Miles)	MCD	
APPLETON	11.5%	\$ 18,348		22.9%	2.074182	City of Appleton	
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BUCHANAN	16.6%	\$ 26,488		33.1%	2.994444	Town of Buchanan	
KAUKAUNA	4.4%	\$ 7,075		8.8%	0.799757	City of Kaukauna	
		\$ 80,000		100%	9.043801		

NOW THEREFORE BE IT RESOLVED that City of Appleton supports and approves the application towards FY 2025 SS4A Planning and Demonstration funding and directs ECWRPC staff to submit the application.

Dated this _____ day of _____, 2025



CITY OF APPLETON

MEMORANDUM

Date: June 11, 2025
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: 2024 Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Appleton has prepared its 2024 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD). The CAPER discusses Community Development Block Grant (CDBG) activities undertaken by the City of Appleton during the 2024 Program Year (April 1, 2024 - March 31, 2025) and the accomplishments and impacts of the variety of projects that Appleton pursued or supported through subrecipients.

The CAPER was available May 27 to June 10, 2025 for public comment. No comments were received.

Comments on the CAPER will also be accepted during a public hearing that will be held during the June 11, 2025 CDC meeting. The primary function of this hearing is to obtain citizen comments on the submission.

The City considers all public input received before preparing its final submission, in addition to providing HUD with a summary of such comments as they relate to the 2024 CAPER. The CAPER is due to HUD 90 days after the program-year end, by June 29, 2025.

A copy of the CAPER may be found online at:

https://appletonwi.gov/government/departments/community_development/planning_development/housing/cdbg.php or a copy is available for viewing at the first floor Customer Service area at City Hall.

Staff requests that CDC approve the 2024 CAPER.

If you have any questions, please contact me at 920-832-6469 or olivia.galyon@appletonwi.gov.

Thank you!

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

City of Appleton CDBG 2024

[Abstract](#)

This report provides a summary of the City of Appleton's accomplishments during the 2024 Community Development Block Grant program.

Olivia Galyon
Olivia.Galyon@AppletonWI.gov

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary goal of the City of Appleton's Community Development Block Grant (CDBG) program is *to develop a viable urban community through the provision of decent housing, suitable living environments, and economic opportunities*, namely for low- and moderate-income persons. Main priorities of the 2024 program year (April 1, 2025 to March 31, 2025) included maintaining affordable housing options through homeowner rehabilitation loans and grants, assisting the continued operation of local non-profits through public facilities improvements, providing public services for persons experiencing homelessness or housing instability, and small business economic development efforts.

The City received a 3% increase in its CDBG funding from the previous year, with a total allocation of \$590,504. The City kicked off the allocation process with its allocations to ongoing City projects and programs, followed by an application period for City Departments. Once City allocations were completed, the City accepted applications from non-profit organizations that had completed required training. During the competitive external application process for non-profit subrecipients, the City received seven applications for funding from the 2024 allocation. Additionally, we received an additional two applications for public services projects that were seeking funds from a reallocation of unused 2023 funds. One applicant was not awarded. Each of these applications represented priority areas from Appleton's 2020-2024 Consolidated Plan, including providing housing rehabilitation assistance, public facilities improvements, small business development, fair housing services, and affordable housing acquisitions. In total, Appleton was able to provide over \$336,000 to external subrecipients. In addition, Appleton committed \$253,575 to core City projects. Over 80% of the total award benefitted low-and moderate-income individuals and families in the City of Appleton.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Acquisition for new housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	5	6	120.00%			
Administration	Administration	CDBG: \$	Other	Other	5	5	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$15524 / CDBG-CV1: \$	Jobs created/retained	Jobs	0	30		0	15	
Economic Development	Non-Housing Community Development	CDBG: \$15524 / CDBG-CV1: \$	Businesses assisted	Businesses Assisted	4	32	800.00%	20	14	70.00%
Economic Development	Non-Housing Community Development	CDBG: \$15524 / CDBG-CV1: \$	Other	Other	0	0		0	0	
Homebuyer assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Homebuyer assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	12	48.00%			

Improve & maintain housing stock	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	180	23	12.78%	32	32	100.00%
Improve & maintain housing stock	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0		2	3	150.00%
Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	2000	33.33%	0	0	
Public facilities improvement	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1300	2205	169.62%			
Public facilities improvement	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		600	604	100.67%

Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	435	217.50%			
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		500	0	0.00%
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	1591	1718	107.98%			
Rental rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During the 2024 program year, City of Appleton's allocations primarily focused on projects that addressed the rehabilitation of homeowner housing, public facilities improvements for organizations serving persons experiencing homelessness, and public services for persons experiencing homelessness or other basic needs crises. Fair Housing and Economic Development were two other areas of funding that have been consistently supported throughout many years of CBDG in Appleton. All funded projects addressed Strategic Plan objectives (decent housing, suitable living environments, and expanded economic opportunities) and high priority needs under the 2020-2024 Consolidated Plan (housing rehabilitation, public services). The City focused on the provision of affordable housing and retaining existing homeowner housing at affordable rates by funding organizations that complete homeowner rehab and acquisition or financial assistance programs, such as Rebuilding

Together Fox Valley, Habitat for Humanity, Appleton Housing Authority, and the City's Housing Rehabilitation Loan Program. Additionally, the City supported public services for people experiencing homelessness or other basic needs crises by creating a new Community Resource Navigator position, to ensure that people are quickly and efficiently connected with the resources available to them throughout Appleton.

The City funded public facilities improvements to two agencies, Pillars and Salvation Army. Salvation Army's project is still in the works and has not yet been finalized. Pillars was able to replace their aging fire suppression system of the Adult and Family Shelter, enabling the agency to keep the only child-friendly homeless shelter in Appleton open and safe for habitation. The City funded economic development through Wisconsin Women's Business Initiative Corporation and Metro Milwaukee Fair Housing Council provided Fair Housing Services to assist residents in cases of suspected discrimination and unfair housing practices.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	380
Black or African American	127
Asian	31
American Indian or American Native	27
Native Hawaiian or Other Pacific Islander	1
Total	566
Hispanic	36
Not Hispanic	634

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

City of Appleton and its subrecipients provide CDBG assistance to all Appleton residents who qualify for the programs funded, regardless of race. Race does not factor into CDBG eligibility.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	781,181	336,805

Table 3 - Resources Made Available

Narrative

The City of Appleton gives preference to CDBG applicants who can demonstrate well-established budgets utilizing various funding sources.

The resources directly reflected in this report include: CDBG grant awards and program income generated from the Appleton Housing Authority and the City's Housing Rehabilitation Loan Program.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

Appleton does not target a specific geographic area for investment of CDBG funds.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

While the City of Appleton does not implement a match requirement associated with CDBG funding, no activity or program operated solely with CDBG funding. Many of the 2024 CDBG subrecipients utilized several other funding resources for the successful implementation of their programs.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	32	32
Number of Special-Needs households to be provided affordable housing units	0	0
Total	32	32

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	32	32
Number of households supported through Acquisition of Existing Units	6	4
Total	38	36

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City and its subrecipients that provide Housing Rehabilitation services had the goal of providing assistance to 32 households during the 2024 program year, and was able to meet that goal. This included one family assisted by Habitat for Humanity (2 units acquired and rehabbed, 1 family placed), 16 households assisted by the City's Housing Rehabilitation Loan Program, 10 households assisted by Rebuilding Together Fox Valley, and 8 total households for the Appleton Housing Authority (3 with acquisition assistance, 5 with rehab assistance).

Discuss how these outcomes will impact future annual action plans.

Appleton continues to recognize housing affordability as a major challenge to residents in our community, with the City prioritizing programs that respond to housing needs, for both rehabilitation efforts and homelessness services and prevention efforts. We are meeting our goals for the number of households to assist for both rehabilitation and homeless services and plan to continue investments into these vital services for Appleton's residents. Providing that funding remains available, the City plans to continue support housing rehabilitation throughout the City.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	379	0
Low-income	49	0
Moderate-income	22	0
Total	450	0

Table 7 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

City of Appleton employed a new position utilizing CDBG funds, the Community Resource Navigator, who makes contact with persons experiencing homelessness or other basic needs crises to get them connected with the resources available to them within the community. This position comes into contact with a variety of persons experiencing housing-related issues in Appleton and ensures that people can efficiently and quickly access resources. Additionally, as a requirement of our COC participation, Appleton employs a Coordinated Entry Specialist who has regular interactions with persons experiencing homelessness and works to get clients onto the prioritization list that agencies pull clients from. This staff person has regular communication with service providers in Appleton and is funded through a variety of funding sources including CDBG. This staff position has been immensely helpful to increase the City's capacity to assist homelessness service organizations and provide residents with connections to necessary resources.

Pillars, Inc. employs a Street Outreach Team that connects with individuals who are unsheltered or staying in a place not meant for human habitation. The Street Outreach workers, while not financially supported through CDBG funding, connect with people and build rapport to ultimately offer mainstream resources. City of Appleton also provides CDBG-CV funding for winter Motel Vouchers to ensure that individuals and families experiencing homelessness had a safe, temporary place to stay, until a more permanent housing solution was identified. Pillars is responsible for the administration of the Motel Voucher program.

Additionally, **Salvation Army, Pillars, City of Appleton**, and many other organizations in the area participate in Coordinated Entry to identify residents in need of housing services and are members of the Fox Cities Housing Coalition, which provides an opportunity for service providers to strengthen their connections and service provision.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Appleton continued as the fiscal administrator for the Fox Cities Continuum of Care Rapid Re-Housing programs and the State of Wisconsin Emergency Homeless and Housing programs, serving as the lead agency and administering funds to Pillars Inc, Salvation Army of the Fox Cities, Harbor House, and ADVOCAP. Pillars and Salvation Army both received 2024 CDBG Entitlement funding to support their shelter/housing locations, in an effort to maintain housing units and programs addressing the needs of individuals and families experiencing homelessness in the Appleton community.

Pillars Inc operated two emergency shelters and a resource center, providing temporary shelter to both households with and without children. The Adult and Family Shelter served as a 24-hour shelter for households with and without children who were experiencing literal homelessness. The Adult Shelter served as a nighttime shelter only for households without children. Both shelters provided case management, access to supportive housing, and referrals to mainstream and specialized resources based on client need. Additionally, Pillars offered supportive housing programming to households experiencing homelessness, including households with children, household without children, survivors of domestic violence, veterans, and chronic homelessness.

Salvation Army of the Fox Cities' Housing Retention Program, previously funded by CDBG funding, offered up to 18 months of financial support and case management for families who were at-risk of becoming homeless. The assistance and case management allowed households to maintain their current housing while stabilizing their situation and preventing homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Appleton's Community Resource Navigator position works with households at risk of becoming homelessness and persons transitioning out of institutions and systems of care to get them connected to resources available in the community and prevent an eviction or loss of housing before it happens. This type of intervention is critical as it can help keep a household's eviction record clean and enable them to have more opportunities in future markets without that mark on their record.

The Prevention and Diversion Program at **Pillars, Inc.**, previously funded by CDBG funding, is a case management program that offered security deposits and rental assistance on a short-term basis for households imminently at risk of becoming homeless throughout the 2024 program year. The program provided coaching, advocacy, support, and connection with clients as a means to further their journey toward healthy interdependence. By following a strengths-based, client- centered approach, Pillars was able to prevent these households from becoming homeless and entering a shelter.

Rebuilding Together Fox Valley played an important role in preventing homelessness by assisting low-income homeowners in addressing critical home modifications and repairs that impacted the health of safety of occupancy. To qualify to receive services from Rebuilding Together, homeowners must have a household income that is below 80 percent of the county median income, and do not qualify for other community assistance programs. When forced to make decisions between providing necessities to the household, such as food, healthcare, etc- and repairing their home, homeowners defer the necessary home maintenance just to survive another month. The condition of the home continues to deteriorate month after month, until the home becomes a health and/or safety hazard.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Appleton collaborated with several CDBG subrecipient organizations through the Fox Cities Housing Coalition, ensuring that a continuum of care strategy was implemented and executed appropriately in the community. Reports and local data indicate that individuals and families experiencing chronic homelessness in the Appleton community continued to be a concern. As a result, the City of Appleton worked closely with partners, including Pillars, Salvation Army, Habitat for Humanity, Rebuilding Together Fox Valley, LEAVEN, and ADVOCAP, to incorporate additional permanent supportive housing options into the community, which included successfully retaining additional federal funding to this cause.

LEAVEN's High-Risk Prevention Program addressed the needs of individuals imminently at-risk of homelessness because of the magnitude of their crisis or their chronic inability to meet their own basic needs. Case plans were written, goals were established, and expectations were set to promote self-sufficiency and prevent future episodes of homelessness. LEAVEN often partnered with other agencies, such as Fox Valley Veterans Council, Pillars, St. Vincent de Paul, Neenah-Menasha Emergency Society, Appleton Alliance Church, and other local churches to assist at higher levels to reduce a household's length of homelessness if not entirely.

Pillars, Inc. Pillars was able to continue with both their Winter Overflow Shelter Program and their 7 Days of Service Program, which allowed Pillars to increase shelter capacity from October to April, utilizing motel rooms as well as increasing their Adult Shelter housing to be open 24/7 during the winter months.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

While the City of Appleton worked closely with the Appleton Housing Authority to address issues related to affordable housing, no portion of the 2024 CDBG funds were directly used to create or address needs of their public housing stock.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The **Appleton Housing Authority's** Homebuyer Program helps first-time homebuyers and low-and moderate-income homeowners to cover downpayment and closing costs, and assists with rehabilitation to ensure that houses are liveable and safe for the families moving in. This program markets to other AHA programs, including the Family Self-Sufficiency and Public Housing Family programs. The Homebuyer Program Manager worked with the Family Self-Sufficiency Program Support Specialist to provide pre-purchase goal planning for program participants.

Actions taken to provide assistance to troubled PHAs

The Appleton Housing Authority was not designated as a trouble housing authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The **City of Appleton** debuted Housing Development process improvements to make the process to receive a permit smoother and easier to understand. The City recognizes the role of zoning and land use requirements in the development process and is working to ensure that housing can be developed quickly and at a reasonable cost in the City of Appleton. Additionally, the City recognizes that approximately 300 new housing units are needed per year until 2030 to meet the 2030 expected population projections for Appleton. These efforts will improve the speed of development in Appleton and help ensure that all residents have access to affordable housing options at their income level. Additionally, the City is in the process of completing a Comprehensive Plan update, including updating the future land use map to ensure flexibility of development.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The **Housing Rehab Loan Program** helped property owners to maintain their homes so they could continue to live in the home most affordable to them. Many of the assisted homeowners had satisfied their mortgage, or had a low mortgage payment. With increased rent and an extremely competitive rental market, for most, homeownership is a better option for long-term affordability and stability. The City was able to assist 16 households this program year through the Housing Rehab Loan Program.

Pillars maintains more than 140 affordable housing units in their housing portfolio, and oftentimes include significant supportive services as a condition of the rental lease agreement. This includes units to serve young adults suffering from mental health issues, units to serve chronically homeless households, and several SRO properties primarily serving clients who are currently homeless. Additionally, Pillars will accommodate any reasonable request for accommodations as necessary.

Rebuilding Together Fox Valley is the only agency in the area that provides home repairs at no cost to the homeowner. Many homeowners do not have the financial capacity or credit worthiness to afford loans to pay for expensive and extensive home repairs. RTFV makes it possible for low-income homeowners, primarily elderly, disabled, and veterans, to live in a safe and healthy home. RTFV helped preserve the stock of affordable housing available to low-income homeowners and homebuyers before the homes became a health and safety hazard.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In all instances of affordable housing rehabilitation projects, including the **Appleton Housing Authority**, **Rebuilding Together Fox Valley**, **Habitat for Humanity**, and the **City of Appleton's Housing**

Rehabilitation Loan Program, the units were inspected under multiple assessments, including lead risk. If lead hazards did exist, the organization was required to address the hazards as part of the rehabilitation, and at project completion, conduct clearance tests to ensure the unit was lead safe.

The **Appleton Housing Authority** Homebuyer Program Manager holds a certificate for Housing Quality Standards (HQS) inspection. Prior to purchase, all homes received an HQS inspection. Additionally, the AHA contracts with licensed lead clearing companies to test for lead presence in the homes. If lead hazards were identified, remediation was included in the rehabilitation component of the program.

Pillars ensures that all units meet HQS requirements and provides necessary lead remediation services prior to tenant move-in.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The **Appleton Housing Authority** and **Habitat for Humanity** each provided mechanisms for breaking the cycle of poverty through their affordable homeownership programs. Obtaining a mortgage and affordable home for many low- to moderate-income families provides some stability with a lower cost of living and community investment. Additionally, Habitat offered supportive services to all families including job coaching, budget counseling, and provided access to education.

LEAVEN's Community Resource Center was specifically created to help clients transition from crisis management to self-sufficiency, and reduce the number of poverty-level families in the Appleton community. The Center incorporates an innovative service delivery model, ensuring the ability to address client challenges in a more comprehensive and systemic way. LEAVEN's community partners share the belief that together, a greater social change can be created than would be possible by an individual organization working alone. The Center's integrated support system provided a more holistic approach, inspiring people to improve their lives, realize their potential, and envision a better future for themselves and their families.

The safe, decent and affordable housing provided by **Pillars** helped households in poverty create a more stable life, and gain access to resources such as education, budgeting, employment and health and wellness. Clients were encouraged to collaborate with program case managers to generate goals and work plans toward achieving self sufficiency.

Rebuilding Together Fox Valley alleviated the expenses of home repairs for 10 households by providing services at no cost to the homeowner. This allowed the household to redirect their money to other essential needs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Public institutions, non-profit organizations, and private companies comprise the institutional structure that supports the City of Appleton's community development activities, specifically as they relate to

CDBG. The City of Appleton, as the major public sector component, served as the lead fiscal and administrative agent for all community development grant programs, including the Community Development Block Grant (CDBG) program, Continuum of Care/Permanent Supportive Housing program (COC PSH), and the Emergency Housing and Homeless program (EHH). The Community and Economic Development and Finance Departments worked together to administer these grants.

Through an active membership of the Fox Cities Housing Coalition- which is comprised of nonprofit and supportive service agencies in the community- the City of Appleton continued to encourage open lines of communication and discussion regarding community development needs in the area. Nearly all subrecipients funded during the 2024PY are active members of the Fox Cities Housing Coalition, which helps to coordinate and maintain the institutional structure of the community's continuum of care.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Fox Cities Housing Coalition continued to coordinate efforts between public and private housing providers and social service agencies. Each member agency in the Coalition worked to ensure that all individuals- whether homeless, imminently at-risk of homelessness, or in need of affordable housing, or services- were provided the shelter and support necessary. This network ensures efficiency and effectiveness among the programs offered in the community, and makes every effort to eliminate duplication or redundancy.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The Metropolitan Milwaukee Fair Housing Council (MMFHC), through its satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW), was to conduct the following fair housing program activities during the 2024-2025 contract year:

1. Fair housing complaint intake, case management, and investigative services: During the contract year, MMFHC conducted intake of fair housing complaints from a total of seven (7) individuals in the City of Appleton. All of these complainants were provided with technical assistance as to their rights under federal, state, and local fair housing laws.
2. Information and Referral Services: FHCNW also provided information and referral services to individuals with non-fair housing inquiries throughout the 2024-2025 program year. Examples of non-fair housing inquiries include questions or concerns about tenant rights, subsidized housing, financial assistance, health or safety concerns in housing, and/or evictions. In addition to appropriate referrals to community resources, all callers also received basic information about fair housing protections delineated under federal, state, and local law, as well as programs and services offered by MMFHC. In the 2024-2025 grant period, MMFHC provided 20 individuals with information and referral services.

3. Technical Assistance: As part of 2024-2025 grant activities, MMFHC also provided technical assistance to City of Appleton stakeholders; recipients of technical assistance services may include residents or individuals seeking housing in Appleton, local housing providers, and/or social service agencies and other entities that serve the City of Appleton. During the 2024-2025 grant year, MMFHC provided three (3) individuals with technical assistance regarding protections and obligations under federal, state, and local fair housing laws.

4. Fair Housing Presentations: Under the terms of this contract, FHCNW was to conduct a total of three (3) fair housing presentations in the City of Appleton. FHCNW met this goal by providing three (3) fair housing presentations to a total of 82 attendees.

5. Fair Housing Training: During the 2024-2025 program year, MMFHC was to conduct one (1) fair housing training seminar for housing providers and housing advocates in the City of Appleton. MMFHC met this goal by conducting a free, comprehensive rental management training seminar on March 11, 2025. A total of 12 individuals were in attendance.

6. Interagency Meetings: Under this contract, FHCNW was to participate in the Fox Cities Housing Coalition (FCHC) throughout the program year. FHCNW met this goal by attending eight (8) FCHC meetings, both in person and virtually. FHCNW also conducted a fair housing presentation during the January 2025 monthly meeting of the FCHC, which included a special focus on MMFHC's Inclusive Communities Program and its work to expand housing choice throughout Wisconsin.

7. Distribution of fair housing materials: During the grant year, FHCNW was to distribute fair housing education materials that describe the protected classes and prohibited practices under federal, state, and local fair housing laws throughout the City of Appleton. FHCNW met this goal by distributing a total of 1,233 fair housing informational materials to 14 organizations and agencies that serve the City of Appleton.

8. Other Outreach Activities: In addition to the outreach activities noted above, FHCNW conducted a total of 47 community outreach contacts with 30 organizations and agencies serving the City of Appleton.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Ensuring that CDBG funds are utilized efficiently and effectively is continuous throughout each program year. The procedures associated with monitoring activities and assuring that the activities are meeting objectives and goals set forth in the 2020-2024 Consolidated Plan are initiated during the annual application process.

During Fall 2023, applications were received and reviewed for eligibility by staff in the City of Appleton's Community Development Department. An Advisory Board, comprised of City Council members, City Committee members, and community agency members with experience in grant awarding were responsible for identifying which eligible activities proposed met the greatest need in the community. Recommendations by the Advisory Board were then approved by the City of Appleton's Community and Economic Development Committee, and then the City Council.

Meeting high priority needs and objectives, as identified in the 2020-2024 Consolidated Plan, was emphasized to both applicants and reviewers, magnifying the importance the City of Appleton places on community-identified needs and priorities.

Throughout the 2024 CDBG program year, awarded subrecipients submitted accomplishment reports and payment requests documenting the progress made by their activities. These reports and requests were used by City of Appleton staff to track activity accomplishments, expenditure accuracy, and record keeping. Sufficient documentation, reasonable expenses, and qualifying activities were evaluated. Failure to submit, or identified discrepancies in any of these areas, also triggered additional technical assistance and/or monitoring

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Citizens were provided with two separate opportunities for public comment: a 15-day public comment period and a public hearing at a regularly-scheduled meeting of the City of Appleton's Community

Development Committee. The public comment period was open May 27, 2025 to June 10, 2025, and the public hearing was held during the June 11, 2025, Community Development Committee meeting. Comments and views of citizens were taken into account and included within the CAPER, as appropriate. Notice of both the open public comment period and the public hearing opportunity were published in the local newspaper under public notices to ensure there was adequate announcement of the opportunity to provide feedback.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative



CITY OF APPLETON

MEMORANDUM

Date: June 11, 2025
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: 2025-2029 Consolidated Plan

The United States Department of Housing and Urban Development (HUD) requires the City of Appleton as a recipient of federal entitlement funds, Community Development Block Grant (CDBG), to develop a Consolidated Plan every five years that describes the community's priorities and goals for expenditure of funds. The Consolidated Plan outlines community needs as it relates to affordable housing and community development and includes a strategic plan for the use of funding with specific, achievable goals.

The City of Appleton utilized public engagement and data analysis to assist in strategically planning the use of limited public funding. This Consolidated Plan covers the five-year span of 2025-2029, primarily focusing on the creation of a thriving urban community through provision of assistance to low-and moderate-income households. Assistance may come in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments, and support services related to residential, financial, and social stability. The Plan summarizes the needs of the community, determined by data and public opinion surveys, creates measurable goals, and outlines the strategies the City will use to achieve the planned outcomes.

The City of Appleton undertook a public engagement and significant data analysis process from June 2024 to January 2025 to understand the existing conditions in the City and seek input from local residents. Public input was obtained through a needs survey to the general public, a public comment period, multiple public hearing opportunities, and consultations and interviews with local social services organizations. Recent surveys from other City Departments were also utilized to better understand residents' concerns and interests regarding the resources available in Appleton. Residents were asked to provide input on needs in the following categories:

- Housing Rehabilitation;
- Affordable Housing Acquisition;
- Neighborhood Facilities;
- Public Facilities Improvements;
- Public Services; and
- Economic Development

The CDBG-specific survey was completed by around 40 residents. This feedback was supplemented by the Appleton Health Department's Community Concerns Survey, which was answered by 1,080 Appleton residents. In addition, interviews with various community organizations allowed staff to better understand and dig into the challenges facing Appleton's residents, especially those at the lowest income levels. These surveys and interviews allowed Appleton's residents and community representatives to share their perspective on issues/challenges, future needs, and potential projects for the next five years. No participants were present to speak at any of the public hearings held for this Plan. No public comments were received during the 30-day open public comment period.

The Consolidated Plan prioritizes the most critical needs and goals identified through the public engagement and data analysis process. The following is a summary of the goals and outcomes from the Strategic Plan section:

Five-Year Goals	Five-Year Goal Outcomes
Improve & maintain housing stock	155 owner-occupied homes rehabilitated 15 renter-occupied homes rehabilitated
Homebuyer assistance	30 first-time homebuyers receive down-payment assistance
Acquisition for affordable housing	5 vacant lots or dilapidated units acquired for units at affordable rates to low-and moderate-income community members
Public facilities improvement & maintenance	1,300 persons assisted through allocations to community-based agencies for facility improvement & maintenance activities
Neighborhood revitalization	2,500 persons assisted through various public facility improvements
Public services	2,500 persons assisted through provision of various public services
Economic Development	35 businesses assisted and 25 jobs created or retained

City of Appleton's CDBG program has been successful in achieving its goals in recent years and has met all HUD requirements related to expenditure of funds primarily on low-and moderate-income households. Appleton provides funds to a variety of activity types as authorized by HUD regulations. The breakdown of funding for different activity types from 2020 to 2024 is as follows:

- Housing Acquisition/Rehabilitation/Downpayment Assistance: 56%
- Public Facilities: 14%
- Public Services: 13%
- Economic Development: 3%
- CDBG Administration: 15%

The expenditure of CDBG funding impacts many households in Appleton. A summary of the impact of funds expended during the 2024 program year is as follows:

- 32 households assisted through the provision of homeowner rehabilitation loans and grants to enable existing homeowners to remain in safe, healthy, and affordable homes
- 3 households assisted through direct financial assistance to first-time homebuyers who qualified for downpayment assistance
- 604 households assisted through assistance to local non-profit organizations to complete public facilities improvement projects to ensure their premises remain safe and occupiable for their clients
- 500+ individuals assisted through public services outreach to ensure that persons experiencing homelessness and other basic needs crises are connected with resources available in Appleton
- 15 individuals assisted through economic development activities to support microentrepreneurs and create and retain jobs for low-and moderate-income persons
- 14 businesses assisted through economic development activities to support microentrepreneurs and create and retain jobs for low-and moderate-income persons

Due to the strong performance by City programs and subrecipients during 2020-2024, the last five years of funding have helped guide the process for establishing the 2025-2029 Consolidated Plan goals.

A 30-day comment period was held from March 11, 2025 through April 13, 2025. This comment period allows citizens to voice their comments on the content and approval of the 2020-2024 Consolidated Plan. No comments were received from the public during this comment period.

Staff is seeking approval of the 2025-2029 Community Development Block Grant Consolidated Plan as presented. Prior to submission to HUD, all comments received during the public hearings and comment period will be included, and updates to the Plan will be made as appropriate.

COMMUNITY DEVELOPMENT BLOCK GRANT (CBDG) CONSOLIDATED PLAN

City of Appleton

Abstract

This 5-year Consolidated Plan Report provides a summary of the City of Appleton's expected CBDG resources and planned goals and outcomes for the 2025-2029 program years.

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DEPARTMENT OF
**COMMUNITY
DEVELOPMENT**

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Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The U.S. Department of Housing and Urban Development (HUD) requires the City of Appleton, as a recipient of federal entitlement funds, to develop a Consolidated Plan every five years that describes the community's priorities and goals for expenditure of Community Development Block Grant (CDBG) funds. The Consolidated Plan outlines the community's needs as it relates to affordable housing and community development and includes a strategic plan for the use of funding.

The City of Appleton utilized public engagement and data analysis to assist in strategically planning the use of limited public funding. This Consolidated Plan covers the five-year span of 2025-2029, detailing development of a thriving urban community through provision of assistance to low- and moderate-income households. Forms of Assistance include basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial, and social stability. This Plan summarizes the needs of the community and the goals and strategies the City will follow to achieve the planned outcomes.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The City of Appleton undertook a significant public engagement and data analysis process from July 2024 through January 2025. Public input was obtained through a community needs survey, consultations and interviews, public hearings, and a 30-day public comment period. Citizens were asked to provide input on needs in five categories including:

- Affordable Housing Needs
- Neighborhood Revitalization
- Economic Development
- Public Facilities
- Public Services

This Plan prioritizes the most critical needs and goals identified through the public engagement and data analysis. The following table is a summary of the goals and outcomes from the Strategic Plan section:

Strategic Plan 5-year Goals and Outcomes	
5-Year Goals	5-Year Outcomes
Improve & maintain housing stock	155 owner-occupied homes rehabilitated 15 renter-occupied units rehabilitated
Homebuyer Assistance	30 first-time homebuyers receive downpayment assistance
Acquisition for new housing	5 vacant or dilapidated lots acquired for new housing units
Public facilities improvements	1,000 persons assisted through facility improvement activities by City Departments and external community-based organizations
Neighborhood revitalization	2,500 persons assisted through various public facility improvements at the neighborhood level
Public services	2,500 persons assisted through public service activities

Strategic Plan 5-year Goals and Outcomes

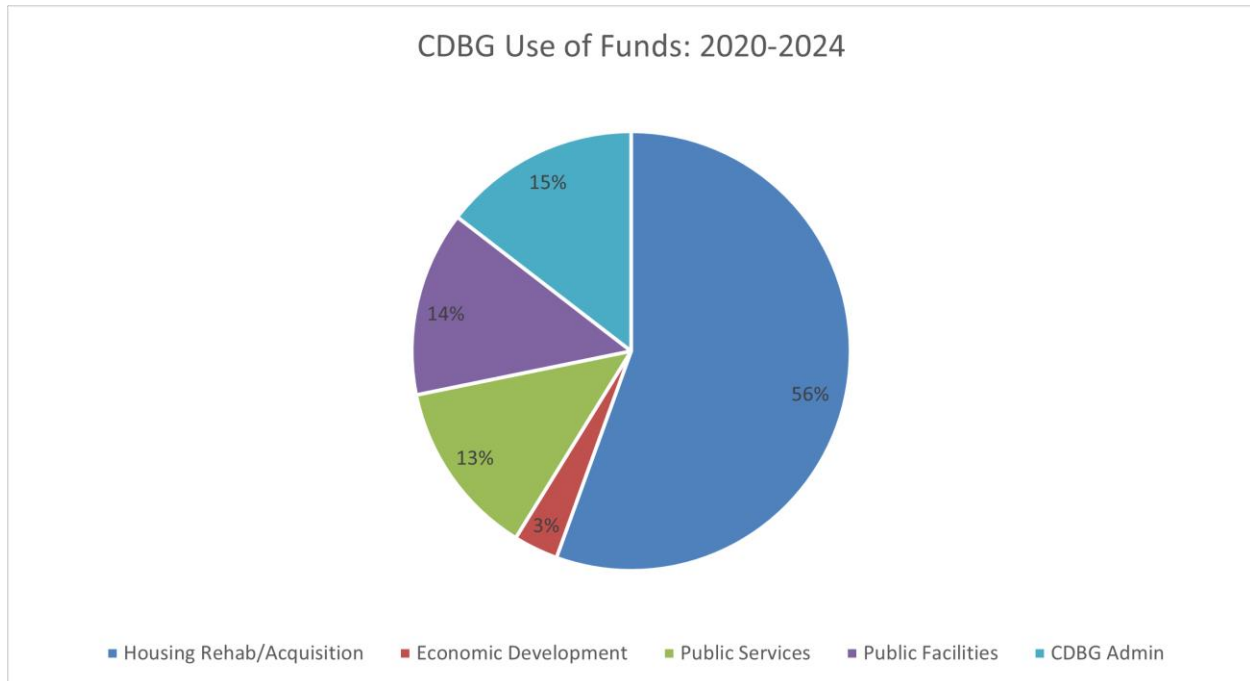
3. Evaluation of past performance

Over the past five years, the City of Appleton has designated approximately 57 percent of its CDBG funds toward housing activities, 15 percent to public facility activities, 15 percent to public service activities, and 12 percent toward administration.

CDBG funding impacts many households in the City of Appleton. A summary of the impact of funds expended from 2020 through 2023 is as follows:

- 174 households received [rental/homeowner] housing rehabilitation, repairs, accessibility improvements, and energy efficiency upgrades
- 30 households have become first-time homebuyers
- 596 individuals received on-the-job skills training
- Over 1,500 individuals and families received emergency shelter housing and services
- 54 at-risk youth received community service and school credits toward high school graduation
- 250 households received emergency rental assistance funding to prevent homelessness
- Over 5,000 elderly, disabled, and low-income individuals benefited from upgrades to three public facilities

Due to the strong performance by City programs and subrecipients during 2020 to 2024, the priorities areas and accomplished goals from the past 5 years have been critical to inform updated goals and priorities for the 2025-2029 Consolidated Plan goals.



CDBG Use of Funds 2020-2024

4. Summary of citizen participation process and consultation process

City of Appleton staff utilized several methods to engage citizens in the consultation process, including an internet-based survey, interviews with ___ non-profit organizations, multiple public hearing opportunities, and a 30-day public comment period.

To encourage community engagement, the Community-Wide Needs Survey was available in English, Spanish, and Hmong. The survey was advertised using the City of Appleton’s webpage, social media accounts, newspaper articles, site postings, and emails to numerous agencies and individuals, and was available for over 30 days. Over 40 responses were received from the Community Needs Survey. In addition, other non-CDBG focused Community Needs survey efforts have been completed by other City Departments, which were analyzed in conjunction with the responses to the CDBG Community Needs Survey.

City of Appleton staff conducted interviews with representatives from six area agencies, ranging from government to nonprofit to for-profit status. Interviewing organizations across the community spectrum ensured that the needs of the different services and population were considered in the needs analysis and determination of future priority needs.

Multiple public hearings were held during regularly scheduled Community Development Committee meetings, seeking to engage with community members and gather feedback on future needs. All comments received during the public hearings are included in the Plan.

5. Summary of public comments

The results of the Community-Wide Needs Survey completed by 40 residents, is included in Appendix A of this Plan. Results of the Appleton Health Department's Community Concerns Survey are included in Appendix A as well. No public comments have been included on the Consolidated Plan, but several residents included additional comments in their response to the Community-Wide Needs Survey. Survey comments focused on the following areas:

- Housing: affordable housing availability, rental housing, housing supply, homeless services, multiple types and sizes of housing units
- Public facilities – park safety concerns and park improvement, safe cycling and walking routes, trees and curated green spaces
- Public services - homelessness services, transportation services

6. Summary of comments or views not accepted and the reasons for not accepting them

The City of Appleton accepted all comments provided during the public engagement process and worked to incorporate feedback and community concerns into the plan.

7. Summary

The City of Appleton's 2025-2029 Consolidated Plan has been prepared as a guide for the expenditure of CDBG funds based on input from citizens and community agencies regarding the needs of the community and use of funds, an assessment of needs in the community related to housing and community development, and an analysis of the area's housing market and economy using publicly available data.

The 2025-2029 Consolidated Plan provides a framework and a path for furthering affordable housing and community development efforts including increasing homeownership opportunities, preserving existing housing, revitalizing neighborhoods, expanding affordable rental options, furthering efforts to reach a functional zero for homelessness, supporting job training, expanding small business technical assistance, improving infrastructure in low to moderate income neighborhoods and renovating or expanding community and neighborhood facilities.

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This Plan represents the City of Appleton's comprehensive strategy to address affordable housing and community development needs within the community. The following table identifies anticipated funding available for years 2025 through 2029.

Appleton CDBG Projected Funding 2025-2029						
Year	2025	2026	2027	2028	2029	Total 2025-2029 Funding
Entitlement Allocation	\$588,000	\$597,000	\$606,000	\$615,000	\$624,000	\$3,030,000
CDBG Program Income	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Total Allocation	\$838,000	\$847,000	\$856,000	\$865,000	\$874,000	\$4,280,000

2025-2029 Anticipated CDBG Funding

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	APPLETON	Community Development Department

Table 1 – Responsible Agencies

Narrative

The City of Appleton's Community Development Specialist in the Community Development Department is responsible for coordinating the development of the Consolidated Plan and Annual Action Plans. The Community Development Specialist is also responsible for providing guidance and direction for the implementation of eligible programs that support overall strategies for affordable housing and community development activities.

Consolidated Plan Public Contact Information

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PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)

1. Introduction

Consultation associated with the development of the 2025-2029 Consolidated Plan began in June 2024, utilizing an online survey, interviews with non-profit service organizations, multiple public hearings, and a 30-day public comment period. City of Appleton staff consulted with organizations across the community spectrum to ensure that the needs of the different services and population were considered during the development of the Plan.

City of Appleton residents were invited to participate in an online Community-Wide Needs Survey to assist with the prioritization of community development and housing needs, resulting in 40 respondents. The surveys sought opinions from respondents on neighborhoods, public services, homeless services, housing, and economic development activities.

Respondents were asked to review a variety of eligible CDBG activity categories and rank their importance in the community, as well as rank specific activities as very important, somewhat important, or not important for the dedication of funding. A sample of results from the survey is detailed below:

Housing

- 68 percent of respondents said that the City of Appleton needs more homeownership opportunities
- 63 percent said that the City of Appleton needs more rental opportunities
- 92 percent said that income-qualified affordable housing is somewhat or very important
- 93 percent said that housing rehabilitation assistance was somewhat or very important *Public Services*
- 70 percent indicated that funding homeless prevention programs was somewhat or very important
- 92 percent indicated that case management and life skills training for homeless persons was somewhat or very important
- Public services was ranked as the top priority for investment by 28 percent of respondents *Neighborhoods and Public Facilities Improvements*
- 54 percent said that their neighborhood needed additional homeownership opportunities
- 100 percent said that repairing or replacing sidewalks/streets and other infrastructure was somewhat or very important
- 92 percent said that improving the conditions of neighborhood parks and public spaces was somewhat or very important

These ratings and statements of importance were affirmed by representatives of local service organizations during their interviews.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The City of Appleton enhances coordination between public and private service providers and agencies through a variety of activities. City staff are invested in a number of roles with numerous agencies in the community that address housing, health, mental health, and other services, including but not limited to at-large members, board members, consultants, and sponsors.

Additionally, City of Appleton has two staff positions that directly coordinate with local non-profits to connect people experiencing homelessness and housing instability with the services available in the community. Appleton's Coordinated Entry Specialist is responsible for the intake of homeless persons into the Homeless Management Information System Coordinated Entry system, pulling reports and data for service providers, and coordinating with service providers to address client needs on the Coordinated Entry list. A new staff position, supported by CDBG public service funds, was created in 2024 to further address the needs of people experiencing homelessness and other basic needs crises. Appleton's Community Resource Navigator works closely with the Coordinated Entry Specialist and local non-profit housing service providers to address homelessness in Appleton and connect residents with the services available in the community.

The Fox Cities Housing Coalition has a wide variety of members that serve residents of the Fox Cities through the provision of many different services. This includes organizations focused on homelessness and housing, domestic violence, education and job training, childcare, veteran's needs, faith-based institutions, and many other topics. Some of the organizations involved in the Fox Cities Housing Coalition are listed below:

Housing

- Fox Cities Housing Coalition (member, at large)
- Wisconsin Balance of State Continuum of Care (member, at large)
- Appleton Housing Authority
- ADVOCAP
- Pillars, Inc.
- Salvation Army of the Fox Cities
- Outagamie County Health & Human Services
- Calumet County Health & Human Services
- Winnebago County Health & Human Services
- ThedaCare

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- Affinity Health
- Fox Cities Community Health Center*Other Service Providers*
- Harbor Housing Domestic Violence Shelter
- Vida Medical Clinic
- Boys & Girls Club
- YMCA
- Appleton Area School District A complete list of agencies and service providers that the City of Appleton has partnered with in an effort to increase and improve the quality of housing and services can be found in Appendix B of this Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City of Appleton serves as the Lead Agency in the Wisconsin Balance of State Continuum of Care membership, as well as in the Continuum of Care (CoC) and Emergency Homeless and Housing (EHH) grant application processes. City of Appleton staff administer grant funding for several agencies under three CoC Rapid Re-Housing programs and an EHH grant.

Agencies funded through the CoC and EHH grants directly serve the homeless population and provide supportive service programming. City of Appleton staff work collaboratively together with these agencies- and all agencies in the Fox Cities Housing Coalition - to address the needs of the homeless population in the City of Appleton and surrounding community.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

City of Appleton is an active member of the Fox Cities Housing Coalition, the local continuum of care and a member of the Wisconsin Balance of State. The Fox Cities Housing Coalition works to address homelessness and affordable housing challenges in the Fox Cities and enables the Fox Cities to receive federal assistance to fight homelessness in our community. The City of Appleton serves as the Lead Agency for the Fox Cities Housing Coalition and is responsible for applying for and administering the federal grants received for homelessness and related services.

As the Lead Agency for the Continuum of Care (CoC) and Emergency Solutions Grant (ESG) funding, the City of Appleton collaborates and consults with partnering community organizations during the

allocation of funds, the development of performance standards and evaluation of outcomes, and development of funding policies and procedures associated with the Homeless Management Information System (HMIS). Consultation is conducted during regular meetings with community organizations, during the Wisconsin Balance of State Continuum of Care meetings, and during Fox Cities Housing Coalition meetings. Appleton's Coordinated Entry Specialist also works very closely with the organizations receiving COC and ESG funds, and all other organizations involved in the Fox Cities Housing Coalition. This staff position has opened a critical line of communication with these agencies and is able to provide input on performance and outcomes and the administration of HMIS through the experience working with these organizations.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Pillars, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Pillars Executive Director, Crisis Director, Stable Housing Director, and Supportive Services Director were interviewed regarding affordable housing, preventative efforts, and homeless services and facilities in the community. Specifically, the interview focused on the increase of these programs in the next five years as the demand continues to increase.
2	Agency/Group/Organization	HARBOR HOUSE DOMESTIC ABUSE PROGRAMS, INC.
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Domestic Abuse Strategies & Support
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of Harbor House was interviewed regarding the need for facilities, services and truly affordable transitional housing, specifically for trafficking survivors and youth.
3	Agency/Group/Organization	REBUILDING TOGETHER - FOX VALLEY
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director was interviewed regarding the affordable housing needs and gaps in services, specifically for elderly and disabled populations in the Fox Cities.

Demo

4	Agency/Group/Organization	Greater Fox Cities Area Habitat for Humanity
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director was interviewed regarding the affordability and availability of housing due to the changes to home values and rents in the Fox Cities area.
5	Agency/Group/Organization	SALVATION ARMY OF THE FOX CITIES
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	An interview was conducted with the Social Services Director regarding housing barriers to affordable housing, and the need for programming associated with mental health.
6	Agency/Group/Organization	BOYS & GIRLS CLUB OF THE FOX CITIES
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Children Services
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Grant Manger was interviewed to discuss the needs of youth in the community as it relates to public services and homelessness, and the unique challenges that youth face with regard to housing. Youth and Family Counseling staff also provided insight into counseling and behavioral health needs in the community and mental health resources available to youth in the Fox Cities.
7	Agency/Group/Organization	APPLETON HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director was interviewed to discuss public housing needs, current collaborations with partners, and how services offered play an integral role in the Fox Cities continuum of care.
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Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Wisconsin Balance of State Continuum of Care	The Wisconsin Balance of State Continuum of Care, of which the Fox Cities Continuum of Care is a member and the City of Appleton is an active participant, issued a 10-year Plan draft in January 2014. The WIBOSCOs goal to end all types of homelessness is supported by the City of Appleton through continued [financial] support to partnering agencies that provide housing and services to individuals and families that are at-risk of becoming homeless or experiencing homelessness.
Comprehensive Plan	City of Appleton	The Consolidated Plan will address several goals, objectives and action items of the City's Comprehensive Plan including the following: Support creation and rehabilitation of single-family homes and affordable rental units and support rehabilitation and accessibility modifications to allow the aging population to age in place

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City of Appleton [financially] supports the Appleton Housing Authority through the CDBG program for activities located within City of Appleton jurisdictional boundaries. As a result, the Housing Authority utilizes other funds to support activities located in other jurisdictions, including those in Outagamie and Calumet counties.

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Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

City of Appleton residents & community business leaders were offered the opportunity to participate in an online community development & housing needs survey specifically related to the CDBG program. The Community-Wide Needs Survey was available in 3 languages (English, Spanish, and Hmong) online (paper copies available in City Hall and by request) from October 21 to November 22, 2024. This was accompanied by a public announcement in the Post Crescent. The Community-Wide Needs Survey was reopened on December 11, 2024, through January 31, 2025, to allow for more responses and was posted on the City's website and social media pages. Availability of the surveys was announced via the City of Appleton's webpage and social media pages.

Leaders of local non-profits that have received CDBG or other HUD funds were interviewed for in-depth feedback on community needs, changes to needs in recent years, and areas of potential future investment.

Community-Wide Needs Survey (October 21 to November 22, 2024, and December 11, 2024 to January 31, 2025) There were 40 respondents to this survey. The Survey sought opinions from respondents on neighborhoods, public services, homeless services, housing and economic development activities. Complete responses are included in Appendix A of this Plan.

In addition to this CDBG specific survey, City of Appleton has offered multiple other community surveys in the past year that provided staff with significant insight into the areas of concern for Appleton residents. These surveys included the Appleton Health Department's Community Concerns Survey, the AARP's Age Friendly Communities Survey, and the Appleton Comprehensive Plan Survey. Each of these surveys covered a wide variety of topics in the City and were important for identifying additional areas of concern and high priorities for Appleton residents. Areas of particular interest identified in these surveys include housing and public spaces. A summary of results from the Community Health Survey is included below:

Community Health Survey (March 1 to August 31, 2024) There were 1,291 overall respondents, with 1,080 respondents being residents of the City of Appleton. All persons living or working in the City of Appleton were encouraged to participate. Major areas of concern arising from the Community Health Survey included housing, childcare availability, mental health concerns, and job/education training.

Demo

- 92 percent of respondents indicated that access to education and skills training is important or very important
- 66 percent say that quality childcare is important or very important but is unavailable or unaffordable in the community
- 62 percent disagree that safe and affordable housing is available and accessible
- 77 percent disagree that people are free from chronic stress
- 63 percent disagree that access to mental health services in the community is available and timely
- 88 percent agree that there are unmet mental health needs
- 25 percent said they would not know where to locate resources if needed

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community	40 respondents	Refer to Appendix A of this Plan	N/A	
2	30-Day Public Comment Period	Community Agency Interviews	6 interviews conducted	Characteristics and needs of the community for the next five years based on organizational perspective were provided	N/A	

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	0 attendees	Public Hearing opportunity to give comment on community needs for the 2025 CDBG program year. A brief CDBG presentation was given, highlighting the Consolidated Plan process and the kick-off of the 2025 preliminary allocation process.No citizen comments were provided.	N/A	
4	Public Hearing	Non-targeted/broad community	0 attendees	Public hearing opportunity for members of the public to comment on priorities for City investment and City goals related to the 2025-2029 Consolidated Plan Development		

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	0 attendees	Public hearing on CDBG funding priorities for 2025 program year. No speakers presented comments.		
6	Internet Outreach	CDBG External Applicants	6 respondents submitted applications requesting funding.		None	
7	Public Meeting	Non-targeted/broad community		Presentation and voting on preliminary CDBG allocations for City CDBG programs for the 2025 program year.		
8	Public Hearing	Non-targeted/broad community		Public hearing opportunity for members of the public to give comment on CDBG funding needs for the 2025 program year.		

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Public Hearing	Non-targeted/broad community	0 attendees	Public hearing opportunity for public comment on City priorities related to CDBG 2025 program year preliminary allocations to external non-profit organizations.		
10	Public Meeting	Non-targeted/broad community		Discussion and vote on preliminary approval of CDBG community partner allocations for 2025 program year.		
12	30-Day Public Comment Period	Non-targeted/broad community	0 comments received	Community & Economic Development Department sought input and feedback from the general public regarding the draft Plan and Analysis of Impediments.	No comments were received.	

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
13	Public Hearing	Non-targeted/broad community		Public Hearing opportunity for public to give comment on 2025-2029 Consolidated Plan.		

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

This section of the 2025-2029 Consolidated Plan assesses the needs of the community in the areas of housing, public housing, homeless needs, housing and public services for those with special needs, and community development needs not related to housing.

The Needs Assessment is primarily supported by American Community Survey data and 2016-2020 Comprehensive Housing Affordability Strategy (CHAS) data provided by HUD, which are tabulations of ACS data. Additionally, some information is supplemented with more recent ACS data from the 2022 5-year estimates.

This data analysis, intertwined with public engagement efforts, guided the allocation of funding to activities and the formation of goals and objectives for 2025-2029.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Appleton's population has grown in the past few decades. According to American Community Survey (ACS) data from 2016-2020, Appleton has a population of 73,890 residents with 29,725 households. The City's population has continued to grow in recent years, with 2022 5-year ACS estimates (spanning 2018-2022) that Appleton's population has grown to 75,133 and the number of households is 30,580. This report will primarily use the ACS 2016-2020 and any use of updated data will be properly marked to indicate the year and source. Continued growth will impact the housing market and overall availability of housing, and is expected during the operating period of this plan.

The housing market is significantly impacted by population changes. Residents of the City of Appleton have a broad and diverse set of needs across the housing market. There are a variety of needs to address, including prevention of homelessness, rapid-rehousing of people experiencing homelessness, access to safe and decent housing options, access to affordable rental and ownership housing opportunities, and rehabilitation of aging housing stock. Appleton currently has approximately 19,550 owner-occupied households and 10,175 renter-occupied households.

Analysis of data provided in the following sections indicates that minority, elderly, and rental households are affected disproportionately by housing problems in comparison to households in Appleton as a whole. This analysis is supported by feedback gathered from area agencies during development of this plan. The "housing problems" identified in this section are defined by the Department of Housing and Urban Development (HUD) and include incomplete kitchen or plumbing facilities, overcrowding, and cost burden. The housing problems are defined as the following:

Incomplete kitchen facilities: the unit lacks a sink with running water, a range (stove top), or a refrigerator.

Incomplete plumbing facilities: the unit lacks hot and cold piped water, a flush toilet, or a bathtub/shower.

Overcrowding: the unit has more than one person to a room. If there is more than 1.5 persons per room, the unit is considered to be severely overcrowded.

Housing Cost Burden: a ratio of housing cost to household income. It is recommended that a household spend no more than 30 percent of monthly income on housing. For renters, housing cost is gross rent, which includes the contracted rent plus utilities. For owners, housing cost is "select monthly owner costs," which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Additionally, housing cost burden is further defined by the degree of burden. Households that pay between 30-50 percent of their income on rent are considered to be Housing Cost Burdened, and households that spend over 50 percent of their income on housing are considered to be Severely Housing Cost Burdened. Housing cost burden rates are often dependent on the housing market

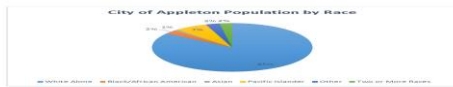
Demo

conditions, with a low-supply market often leading to more people experiencing cost burden due to a lack of options available to them. Housing cost burden effects renters and owners at different rates in Appleton.

Demographics	Base Year: 2009	Most Recent Year: 2020	% Change
Population	73,120	73,890	1%
Households	28,450	29,725	4%
Median Income	\$53,588.00	\$61,475.00	15%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2016-2020 ACS (Most Recent Year)



Population Race Graph

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	3,510	3,965	6,570	3,700	11,995
Small Family Households	915	1,160	1,950	1,660	6,515
Large Family Households	275	250	475	210	955
Household contains at least one person 62-74 years of age	495	705	1,600	655	2,195
Household contains at least one person age 75 or older	939	995	724	205	600
Households with one or more children 6 years old or younger	675	715	1,120	585	1,225

Table 6 - Total Households Table

Data Source: 2016-2020 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	75	25	10	0	110	15	4	0	0	19
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	0	0	0	0	0	40	0	40
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	150	130	70	15	365	0	0	40	10	50
Housing cost burden greater than 50% of income (and none of the above problems)	1,175	300	35	10	1,520	660	240	60	4	964

Demo

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	485	740	180	35	1,440	350	895	475	250	1,970
Zero/negative Income (and none of the above problems)	95	0	0	0	95	40	0	0	0	40

Table 7 – Housing Problems Table

Data 2016-2020 CHAS
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	1,400	450	115	25	1,990	675	245	135	15	1,070
Having none of four housing problems	940	1,540	2,565	1,160	6,205	495	1,725	3,760	2,495	8,475
Household has negative income, but none of the other housing problems	0	0	0	0	0	0	0	0	0	0

Table 8 – Housing Problems 2

Data 2016-2020 CHAS
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	729	445	60	1,234	114	370	234	718
Large Related	200	10	0	210	30	95	30	155
Elderly	354	345	84	783	689	425	130	1,244
Other	575	290	65	930	170	239	150	559
Total need by income	1,858	1,090	209	3,157	1,003	1,129	544	2,676

Table 9 – Cost Burden > 30%

Data 2016-2020 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	0	0	85	85	94	90	0	184
Large Related	0	0	0	0	30	10	15	55
Elderly	214	175	34	423	385	50	20	455
Other	0	380	35	415	150	0	0	150
Total need by income	214	555	154	923	659	150	35	844

Table 10 – Cost Burden > 50%

Data 2016-2020 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	150	130	70	15	365	0	0	80	10	90

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Multiple, unrelated family households	0	0	0	0	0	0	0	0	0	0
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	150	130	70	15	365	0	0	80	10	90

Table 11 – Crowding Information – 1/2

Data Source: 2016-2020 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	600	710	505	1,815	75	255	615	945

Table 12 – Crowding Information – 2/2

Data Source
Comments:

Describe the number and type of single person households in need of housing assistance.

The data above does not include residents above 100 percent of area median income, and in some cases any residents above 80 percent area median income. For residents with income between 0 to 100 percent of AMI, there are about 3,085 owner-occupied households and 3,530 renter households that report having specific housing problems (substandard housing, overcrowding, or cost burden,) for a total of 6,615 units. Among the 6,615 households reporting a housing problem, there are 1,990 renter households and 1,070 owner households that report experiencing a severe housing program, for a total of 3,060 households with a severe housing problem. Households reporting a housing problem represent 22 percent of the 29,725 total households in the City of Appleton (Reference totals from Table 7).

Among both renter and owner occupied households, elderly households, small-related households, and other households (defined as a household consisting of non-related adults and includes singles) are the most likely to report experiencing a housing cost burden. These households may have a variety of factors that contribute to their cost burden, including limited income, limited options in the market due to undersupply, and limited options due to special needs. The largest number of renter households reporting a cost burden of greater than 30 percent are small-related households (1,234 households, 12 percent of renters) and households classified as “Other” (930 households, 9 percent of renters). The largest number of renter households reporting a cost burden greater than 50 percent were elderly

families (423 households) and other households (415 households). The largest number of owner-occupied households reporting a cost burden greater than 30 percent are elderly families (1,244 households, 6 percent of owners) and small-related households (718 households, 4 percent of owners). The largest number of owner-occupied households reporting a cost burden greater than 50 percent are elderly families (455). This data indicates that elderly households especially are having trouble keeping up with housing costs and price increases. Elderly households are often reliant on a fixed income that may not be high enough to support all basic needs in addition to housing. Small-related households and other non-family households also struggle with affordability. Strategies that provide these households with relief from housing problems should be supported by the activities strategies and outcome goals detailed in this plan.

The Fox Cities Housing Coalition (FCHC) has implemented HUD's Coordinated Entry approach to end homelessness. The FCHC maintains a list of homeless individuals and households in the City of Appleton and uses this list in conjunction with non-profits who provide housing and homelessness services to pull people off the list for housing. Many recipients also receive case management services to address life skills, education or job training needs, or other unmet needs. As of December 2024, there were people on the Coordinated Entry list in total, with being current residents of the Fox Cities. The list includes family households with children present, and single adult households. The July 2024 Point in Time count identified persons experiencing homelessness in the Fox Cities. The Appleton Housing Authority (AHA) is the largest provider of affordable rental housing in the City of Appleton. AHA experiences a high level of requests for assistance from single-person households.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

During interviews with the local domestic abuse shelter, Harbor House, staff indicated that their program served around 1,935 clients in 2023, which was an increase from previous years. While an estimate of the number of families in need of housing assistance specifically was not available for the City of Appleton, Harbor House has expanded their shelter in recent years in an effort to meet the increasing need. In 2018 in Outagamie County, lawenforcement data from the Wisconsin Attorney General's office indicates that there were 777 incidents reported to law enforcement, with a total of 803 victims, including 20 children. In Calumet County, there were 134 reports incidents reported, with 157 total victims and 13 children. In Winnebago County, of which a small portion extends up to Appleton, there were 934 reported incidents with 1,410 total victims, including 19 children.

What are the most common housing problems?

There are approximately 19,550 owner-occupied housing units in Appleton and 10,175 renter-occupied housing units. Of all households between 0-100 percent Area Median Income (AMI) reporting a housing problem, housing cost burden is the most common housing problem. Owner-occupied households

between 0-100 percent AMI most often reported a housing cost burden of greater than 30 percent of household income, with 1,970 households (10 percent of all owner-occupied households) reporting a cost burden. The most common problem for renter-occupied households between 0-100 percent AMI is a housing cost burden of greater than 50 percent of household income for renters, with 1,520 households (15 percent of all renter-occupied households) reporting a severe cost burden. This indicates that renters face a higher cost-burden, with more renters per capita reporting being cost-burdened, and more of those renters being severely cost-burdened when compared to owners.

Overcrowded housing, with 1.01 to 1.5 people per room is the next most common issue among both homeowners and renters, but only 415 total households between 0-100 percent AMI are impacted, accounting for 2.3 percent of low and moderate income households. This issue impacts significantly fewer households than housing cost burden. Incomplete plumbing or kitchen facilities impacted only 110 renters between 0-100 percent AMI and 19 owners in that same income range.

Are any populations/household types more affected than others by these problems?

Elderly homeowners and small-family renters report the greatest cost-burden. Among small-family renter-occupied households, 39 percent of households report a housing cost burden greater than 30 percent of annual income. Among elderly owner-occupied households, 46 percent of households reported being cost-burdened. These demographics may be impacted at higher rates for a variety of reasons. Small households are often comprised of younger adults who have limited/lower incomes than their older peers and may have fewer choices available at their income level. For elderly, owner-occupied households, many seniors are living on limited income from social security benefits and may not have sufficient monthly income to stay under cost-burden status.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

Both the Salvation Army of the Fox Cities and Pillars, Inc. administer several rapid re-housing programs on behalf of the City of Appleton- the fiscally responsible entity. During interviews with both organizations, staff described the needs and characteristics typical of individuals and families at imminent risk of becoming homeless as:

- Undiagnosed or misdiagnosed mental health issues, lack of access to mental health treatment options
- Housing cost burden, with struggles amplified for single-income households
- Ongoing issues with substance abuse and addiction
- Availability and expense of dependable transportation

Demo

- Record of criminal behavior and/or past evictions
- Ongoing debt (utility, medical)
- Lack of childcare availability for parents to work

During interviews with both organizations, staff described the needs and characteristics typical of formerly homeless individuals and families and households currently receiving assistance as:

- Availability of adequate support networks
- Availability of quality affordable housing
- Availability of childcare
- Access to reliable transportation & insurance
- Access to medical, substance abuse, and mental health resources
- Access to job training or education programs to increase income

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

N/A

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The following characteristics may indicate instability and an increased risk of homelessness, according to member agencies of the local continuum of care- the Fox Cities Housing Coalition.

- Substandard housing units
- Utility debt
- Housing cost burden
- Insufficient support networks
- Destructive domestic relationships
- Previous/recent institutionalization or imprisonment
- Mental Health issues

Discussion

Overall, renter occupied households in Appleton report experiencing a housing problem at a higher rate than owner occupied households. The following comparison and discussion of the rates at which renters and owners report issues will help influence areas of impact that Appleton may consider in the upcoming years. Cost burden and severe cost burden are the two housing issues facing Appleton's residents at the highest rates and should be considered issues of high concern for funding opportunities.

Demo

Substandard conditions:

Renters - 110 renters, 1% of overall renters

Owners - 19 owners, <0.1% of overall owners

Overcrowding (>1.01 residents per room):

Renters - 365 renters, 3.6%

Owners - 90 owners, 0.5%

Housing Cost Burden >30%-50%

Renters - 1,440 renters, 14%

Owners - 1970 owners, 10%

Housing Cost Burden >50%

Renters - 1,520 renters, 15%

Owners - 964 owners, 5%

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

The City of Appleton is required to identify disproportionate housing needs of racial and ethnic groups within the community and make decisions to reduce the impact of these needs.

During the most recent decennial census count, residents were asked to identify their race(s). Appleton's racial demographic breakdown is as follows:

The vast majority of Appleton's population identifies as belonging to only one racial group, with 93.5 percent of residents reporting only one race.

White: 80 percent

Black or African American: 3 percent

American Indian and Alaska Native: under 1 percent

Asian: 6 percent

Native Hawaiian and Other Pacific Islander: Under .25 percent

Some other race (alone): 3 percent

Population of two or more races: 6.5 percent

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,870	290	164
White	2,230	285	149
Black / African American	135	4	4
Asian	195	0	10
American Indian, Alaska Native	25	0	0
Pacific Islander	0	0	0
Hispanic	175	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data 2016-2020 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,430	1,705	0
White	2,090	1,445	0
Black / African American	64	0	0
Asian	89	95	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	160	130	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data 2016-2020 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,335	4,140	0
White	1,165	3,465	0
Black / African American	15	20	0
Asian	85	165	0
American Indian, Alaska Native	0	80	0
Pacific Islander	4	0	0
Hispanic	45	325	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data 2016-2020 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	380	3,280	0
White	320	2,765	0
Black / African American	0	110	0
Asian	35	155	0
American Indian, Alaska Native	0	20	0
Pacific Islander	0	0	0
Hispanic	20	195	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data 2016-2020 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

In the City of Appleton, 45 percent of total residents with incomes between 0-100 percent AMI reported one or more housing problems (incomplete kitchen or plumbing facilities, overcrowding, and cost burden over 30 percent) or no income (cost burden cannot be computed). When analyzed by race/ethnicity, it is clear that there is a divide in who is most commonly experiencing the reported housing issues, although lowest income groups in general are the most likely to experience a housing problem. Among households with incomes between 0-100 percent AMI reporting a housing problem or no income, White households reported at a rate of 43 percent, Black/African American households at 62 percent, Asian households at 50 percent, American Indian/Alaska Native households at 26 percent, Pacific Islander households at 100 percent, and Hispanic households at 23 percent. It should be noted that there are significantly fewer Pacific Islander households than any other demographic and the small number of households may lead to error in these estimations.

Much of the variance in reported housing issues can be attributed to issues experienced by the lowest income residents at 0-30 percent AMI and >30-50 percent AMI. Overall, 91 percent of households at 0-

30 percent AMI reported a housing problem or no income. This again varied by race/ethnicity, with 89 percent of White households reporting an issue or no income, compared to 97 percent of Black/African American households, 100 percent of Asian households, 100 percent of American Indian/Alaska Native households, and 100 percent of Hispanic households.

At >30-50 percent AMI, the number of households reporting a housing problem or no income decreased but was still a challenge for many residents. Overall, 69 percent households with incomes at >30-50 percent AMI reported a housing issue. Among households at >30-50 percent AMI, 59 percent of White households reported a housing problem, compared to 100 percent of Black/African American households, 48 percent of Asian households, 100 percent of American Indian/Alaska Native households, and 55 percent of Hispanic households.

As household income increases, the number of households reporting a severe housing problem decreases significantly. The overall percentage of households reporting a housing problem was 24 percent for households with incomes at >50-80 percent AMI and 10 percent for households with incomes at >80-100 percent AMI. There is still significant variance in reports of housing problems by race at >50-80 percent AMI, with 43 percent of Black/African American households, 34 percent of Asian households, and 100 percent of Pacific Islander households at that income level reporting at least one housing problem.

Only among households with incomes between >80-100 percent AMI does the gap between racial groups significantly decrease. This indicates that overall households with lower incomes are most likely to report a housing problem, and that, generally speaking, non-white households are more likely to report a housing problem.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

The City of Appleton is required to identify disproportionate housing needs of racial and ethnic groups within the community and make decisions to reduce the impact of these needs. Census data breaks down the estimated total households by race, and provides an opportunity to analyze whether households of different race have a higher or lower level of need (housing issues) compared to the percentage of the population as a whole that is reporting that need. The estimated racial breakdown of households in Appleton (from the 2020 5-year ACS estimates) is as follows:

White: 26,806 total households

Black or African American: 527 households

American Indian and Alaska Native: 132 households

Asian: 1,503 households

Native Hawaiian and Other Pacific Islander: 9 households

Some other race: 354 households

Two or more races: 398 households

Additionally, 1,106 households reported being of Hispanic or Latino ethnicity.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,240	925	164
White	1,670	860	149
Black / African American	135	4	4
Asian	145	50	10
American Indian, Alaska Native	25	0	0
Pacific Islander	0	0	0

Demo

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Hispanic	175	0	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data 2016-2020 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	705	3,435	0
White	560	2,980	0
Black / African American	39	25	0
Asian	29	155	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	60	230	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data 2016-2020 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	235	5,245	0
White	155	4,480	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Black / African American	0	40	0
Asian	60	190	0
American Indian, Alaska Native	0	80	0
Pacific Islander	0	4	0
Hispanic	10	360	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data 2016-2020 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	140	3,520	0
White	115	2,970	0
Black / African American	0	110	0
Asian	25	165	0
American Indian, Alaska Native	0	20	0
Pacific Islander	0	0	0
Hispanic	0	220	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data 2016-2020 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

In City of Appleton, 21 percent of total residents with incomes between 0-100 percent AMI reported one or more severe housing problem (incomplete kitchen or plumbing facilities, severe overcrowding, and

cost burden over 50 percent) or no income (cost burden cannot be computed). Among all residents, including households over 100 percent AMI, 11 percent of total households reported a severe housing problem, indicating that severe housing problems are disproportionately impacting low- and moderate-income residents. Among residents between 0-100 percent AMI, 20 percent of residents reported at least one or more severe housing problem, and 1 percent reported no income.

When broken down by race/ethnicity, it is clear that there is a divide in who is most commonly experiencing the reported housing issues. Among households with incomes between 0-100 percent AMI reporting a severe housing problem or no income, White households reported at a rate of 19 percent, Black/African American households at 50 percent, Asian households at 32 percent, American Indian/Alaska Native households at 26 percent, and Hispanic households at 23 percent. Only Pacific Islander households did not report any issues, but the number of households is significantly smaller than any other demographic.

Much of the variance in reported housing issues can be attributed to issues experienced by the lowest income residents at 0-30 percent AMI and >30-50 percent AMI. Overall, 72 percent of households at 0-30 percent AMI reported a severe housing problem or no income. This again varied by race/ethnicity, with 68 percent of White households reporting an issue or no income, compared to 97 percent of Black/African American households, 76 percent of Asian households, 100 percent of American Indian/Alaska Native households, and 100 percent of Hispanic households. At >30-50 percent AMI, the number of households reporting a severe housing problem or no income decreased significantly for most households but was still a challenge for many residents. Overall, 17 percent households with incomes at >30-50 percent AMI reported a housing issue. Among White households 16 percent reported a severe housing problem, compared to 61 percent of Black/African American households, 16 percent of Asian households, 100 percent of American Indian/Alaska Native households, and 21 percent of Hispanic households.

As household income increases, the number of households reporting a severe housing problem decreases significantly. The overall percentage of households reporting a severe housing problem was 4 percent at both >50-80 percent AMI and >80-100 percent AMI. Reports of severe housing problems by race were also much more aligned among these income groups, with one exception. Asian households at >50-80 percent AMI and >80-100 percent AMI reported severe housing problems at a rate of 24 percent and 13 percent, respectively. This indicates that while households overall tend to report fewer severe housing problems as their income increases, some households are still experiencing severe housing problems at disproportionate levels.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (ten percentage points or more) than the income level as a whole. Cost burden is a fraction of a household's total gross income spent on housing costs. A household is considered to have a cost burden if more than 30 percent of their annual income is spent on housing. The table below displays cost burden information for the jurisdiction and each racial and ethnic group, including no cost burden (less than 30 percent annual income spent on housing), cost burden (30-50 percent annual income), severe cost burden (more than 50 percent annual income), and no/negative income (cost burden cannot be computed).

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	21,610	4,070	3,025	175
White	19,310	3,585	2,460	149
Black / African American	200	70	149	4
Asian	885	185	120	10
American Indian, Alaska Native	140	0	35	0
Pacific Islander	0	4	0	0
Hispanic	875	195	170	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2016-2020 CHAS

Discussion:

Analysis of the data in the above table indicates that Black/African American households experience a disproportionately larger share of housing cost burden than households in the jurisdiction as a whole. In the jurisdiction as a whole, 76 percent of households reported having no housing cost burden, compared to only 47 percent of Black/African American households with no cost burden. All Pacific Islander households in Appleton reported experiencing a housing cost burden between 30-50 percent, however there is limited data on the actual total number of households.

Demo

Around 13 percent of overall households reported a housing cost burden of 30-50 percent in the jurisdiction. All other racial and ethnic groups reported between 14-17 percent cost burden, except for Pacific Islander households reporting a cost burden at 100 percent. The total number of Pacific Islander households is very low in Appleton and may cause data errors.

Around 9 percent of households in the jurisdiction as a whole reported a severe housing cost burdened (greater than 50 percent). This housing issue disproportionately affects minority racial groups in the area, with 35 percent of Black/African American households and 20 percent of American Indian and Alaska Native households reporting a severe housing cost burden.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Severe housing cost burden and other housing issues differ significantly by income level and by race. Of households between 0-30 percent AMI in the jurisdiction, 91 percent reported having one or more of four housing problems and 78 percent of those with a problem reported it as a severe housing problem.

At 30-50 percent AMI, 59 percent of households in the jurisdiction as a whole reported having one of four housing problems, while 100 percent of Black/African American households reported having problems. Of the 59 percent of households reporting housing problems, 29 percent of those reports were for a severe housing problem. In comparison, 60 percent of the Black/African American households that reported a housing problem was having a severe housing problem.

At 50-80 percent AMI, 24 percent of the jurisdiction as a whole reported a housing problem, with 18 percent of the reports being for a severe housing problem. Among Asian households at 50-80 percent AMI, 34 percent reported a housing problem, with 70 percent of reports being for a severe housing problem. Among Black/African American households, 42 percent reported a housing problem.

At 80-100 percent AMI, the reports of housing problems decreases significantly, but the presence of severe problems is a challenge that income did not entirely mitigate. Overall, only 10 percent of households in the jurisdiction with incomes between 80-100 percent AMI reported a housing problem, however, 36 percent of reported problems were for a severe housing problem. White households reported a housing problem at a rate of about 10 percent, but nearly half of all reports were for a severe housing problem. Among Asian households at this income level, 18 percent reported a housing issue, and 71 percent of reports were for a severe housing problem.

In every AMI category, one or more racial or ethnic groups reported housing problems at a higher rate than the jurisdiction as a whole.

If they have needs not identified above, what are those needs?

All known needs have been identified above.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Demo

The ethnic density map found in Section MA-50 of this Plan illustrates the concentration of minority households in the City of Appleton. Overall, the locations of racial and ethnic households are dispersed throughout the City, with a few small neighborhoods of slightly higher concentration.

NA-35 Public Housing – 91.205(b)

Introduction

The Appleton Housing Authority's mission is to provide decent, safe, quality housing for individuals and families that need rent affordability along with opportunities and programming for participants desiring to become self-sufficient. As of February 2024, there were over 1,560 people (682 families) on AHA's Housing Choice Voucher waitlist, and almost 1,180 persons (460 families) on the public housing waitlist. The number of households on these waitlists significantly outpaces the number of vouchers and public housing units available.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	203	555	12	532	11	0	0

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	12,707	12,360	11,821	12,464	7,899	0
Average length of stay	0	0	5	5	1	5	0	0
Average Household size	0	0	1	2	2	2	2	0
# Homeless at admission	0	0	0	1	0	0	1	0
# of Elderly Program Participants (>62)	0	0	88	108	0	108	0	0
# of Disabled Families	0	0	65	237	1	233	3	0
# of Families requesting accessibility features	0	0	203	555	12	532	11	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	178	440	11	419	10	0	0
Black/African American	0	0	4	64	1	62	1	0	0
Asian	0	0	15	35	0	35	0	0	0
American Indian/Alaska Native	0	0	6	15	0	15	0	0	0
Pacific Islander	0	0	0	1	0	1	0	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	0	20	0	20	0	0	0
Not Hispanic	0	0	203	535	12	512	11	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 25 – Ethnicity of Public Housing Residents by Program Type

Demo

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The Appleton Housing Authority (AHA) has over 1,400 families on its voucher waiting list, of which 367 have a disability. There are 85 elderly applicants and 159 near-elderly applicants (ages 55 to 62) that may also benefit from an accessible unit.

The Appleton Housing Authority (AHA) has over 1,560 persons on its voucher waiting list, of which 317 have a disability. There are 161 elderly applicants that may also benefit from an accessible unit.

The AHA has **212** units of public housing stock, which includes the following composition of buildings:

Oneida Heights is a 159-unit complex that provides affordable housing units for persons that are either elderly or disabled.

Scattered Site public housing composes 53 units of AHA's total PH units and are open to anyone who is income-qualified

Other income-qualified units include:

The Landing at Eagle Flats is a 54-unit complex that provides affordable housing units to any income-qualified renters.

Grandview Townhomes are open to any income-qualified renters. There are 40 total units, with 8 units set aside for homeless persons, 8 units set aside for veterans, and 6 project based vouchers.

Riverwalk Place is a 70-unit complex that provides affordable housing units to seniors (62 or older).

Wollen Mills Apartments is a 60-unit complex with some income-restricted units

Persons with disabilities have a wide variety of needs other than accessible housing that must be met in order to remain living independently, including a stable source of income, access to appropriate medical services, personal care attendants, access to nutritional foods, affordable medications, medication management, accessible transportation, access to the internet, access to cell phone services, and access to socialization activities.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

Since these families are housed, the most immediate needs are financial stability, food security, access to medical care, access to affordable childcare, and access to reliable transportation. Many residents also struggle with paying utility bills, so energy efficient housing modification are always a need.

How do these needs compare to the housing needs of the population at large

The needs of the AHA residents and voucher holders directly correlate with the economic position of the City of Appleton's population at large. The higher level of family income translates to a reduction of these needs. Lower income families and individuals experience the same needs as those families with incomes that are extremely low (>30 percent AMI), very low (>50 percent AMI), and low (>80 percent AMI). The Appleton Housing Authority often experiences a high demand for one and two-bedroom units that exceed the availability in the Fox Cities region.

The Appleton Housing Authority also offers a homebuyer program, to assist first-time homebuyers in the purchase of a home through downpayment assistance and closing costs. To date (February 2025), there have been 704 closings assisted by the AHA.

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

Populations that experience homelessness in the City of Appleton include:

- Single Adults;
- Families with Children;
- Veterans;
- Chronically Homeless;
- *Youth*Single adults are the largest group experiencing homelessness in the Fox Cities. Homelessness among single adults with an income is often due to being unable to secure affordable, available housing. A temporary financial or life crisis, such as losing a job, the end of a relationship, death of a partner, or health emergency, can result in a loss of housing and homelessness. The experience of homelessness for this population is most often brief and non-recurring.*Families with Children*Families experiencing homelessness are similar to other families that are also low income but have housing. Both may struggle with incomes that are far less than they need to pay for housing. Homelessness is often a result of a lost job or work hours, conflict with family members they are staying with, an unanticipated bill or violence within the home, which causes the family to seek help. Homelessness can have a tremendous impact on children, particularly on their health, sense of safety, and overall development.*Veterans*Like civilians, veterans must navigate the lack of affordable housing and economic hardship that the population at large faces, but in addition to the challenges triggered by military service. Veterans often face invisible wounds of war, including traumatic brain injuries and post-traumatic stress disorder, both of which correlate with homelessness.*Chronic*Individuals and families experiencing chronic homelessness typically have complex and long-term health conditions, such as mental illness, substance use disorders, physical disabilities, or other medical conditions. Once experiencing homelessness, it is difficult for them to maintain their housing solution and as a result can experience long and repeated episodes of homelessness. *Youth*Youth homelessness in the Fox Cities area is often hidden. Many homeless youth and young adults have experienced significant trauma before and after becoming homeless and are particularly vulnerable. This population often have rooted family conflict and have economic circumstances including poverty, housing insecurity, racial disparities, mental health and substance use disorders. Youth who identify as lesbian, gay, bisexual, transgender, and questioning (LGBTQ), are pregnant or parenting, have special needs or disabilities, and are of color are also more likely to experience homelessness.The numbers illustrated in the tables below indicate that there is a higher need in the Fox Cities for smaller-sized affordable housing units than for families with children, which supports concerns expressed during many agency interviews.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	75	4	290	177	82	70
Persons in Households with Only Children	0	0	4	1	0	65
Persons in Households with Only Adults	113	9	520	250	80	94
Chronically Homeless Individuals	16	9	144	30	18	122
Chronically Homeless Families	4	0	27	13	7	84
Veterans	14	0	27	11	6	84
Unaccompanied Child	0	0	98	56	41	0
Persons with HIV	0	0	5	3	1	105

Table 26 - Homeless Needs Assessment

Data Source Comments: Data Source: Institute for Community Alliances (ICA), the Homeless Management Information System administrator, 2023 report. Data for unaccompanied youth was not available. The estimates for number of persons experiencing homelessness on a given night are from the 2024 aggregated totals of Point in Time counts.

Indicate if the homeless population is: Has No Rural Homeless

Demo

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	540	0
Black or African American	211	0
Asian	19	0
American Indian or Alaska Native	62	0
Pacific Islander	2	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	95	0
Not Hispanic	911	0

Data Source
Comments:

Data Source: Institute for Community Alliances (ICA), the Homeless Management Information System administrator provided sheltered information from 2024. Sheltered is defined by HUD as residing in emergency shelter and transitional housing.

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

An additional 164 persons that identify as an other race or two or more races and an additional 5 persons whose race was unknown or not provided experienced homelessness and were not included in the chart above due to the racial categories included. As shown in the Homeless Needs Assessment table above, the estimated number of households currently receiving shelter, rapid rehousing, or permanent supportive housing assistance was 1,006 for 2024. The Fox Cities Housing Coalition has been successful in reducing the amount of time that a household (family or individual) is experiencing homelessness prior to being housed.

Households Breakdown:

Adults and Children: The estimated number of families with adults and children becoming homeless in 2023 was 177, while the estimated number of households (children and adults) exiting homelessness was 82.

Households with Only Children: The estimated number of households with only children becoming homeless in 2023 was 4, while the estimated number of households exiting homelessness was 0.

Households with Only Adults: The estimated number of households with only adults becoming homeless in 2023 was 520, while the estimated number of households exiting homelessness was 80.

Chronically Homeless* Individuals: The estimated number of individuals experiencing chronic homelessness in 2023 was 144, while the estimated number of households exiting homelessness was 18.

Chronically Homeless* Families: The estimated number of families experiencing chronic homelessness in 2023 was 27, while the estimated number of households exiting homelessness was 7.

Persons with HIV: The estimated number of persons with HIV experiencing homelessness in 2023 was 5, while the estimated number of households exiting homelessness was 1.

*Chronic homelessness is defined as an individual with a disability who lives in a place not meant for human habitation, a safe haven, or an emergency shelter, who has been homeless for at least 12 months or at least four separate times in the last three years.

The difference between the estimates of those becoming homeless and those exiting homeless indicates that the Fox Cities Housing Coalition is struggling to make gains in permanently housing families with children, as more are becoming homeless than exiting homelessness. The FCHC has been very active in fighting homelessness, but limited resources and a shortage of housing supply has been a major challenge in recent years.

The estimated number of veterans that experienced homelessness in 2023 was 27, a significant decrease from 54 veterans in 2019. The estimated number becoming homeless in 2023 was 11, with only approximately six veterans exiting homelessness. Ideally, there would be more persons exiting homelessness each year than entering homelessness, so current numbers indicate a negative outcome but there have been significant improvements in recent years in reducing homelessness among veterans.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

According to 2023 ACS 5-year estimates, just under four percent of the City of Appleton's population identified their race as Black/African American or at least one other race and Black/African American. The aggregate data shown in the table above indicates that 21 percent of the homeless population sheltered identified as Black/African American. The 17 percent difference between the data presented for overall population and homeless sheltered suggest that a disproportionate number of Black/African American individuals are affected by homelessness in the City of Appleton. However, the majority of individuals and households experiencing homelessness in the City of Appleton identify as white only (54 percent), and non-Hispanic (91 percent).

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

As shown in the Homeless Needs Assessment table [above], the data from the January and July 2024 Point in Time counts indicates that approximately seven percent of the homeless population in the Fox Cities was unsheltered. Of the 178 total unsheltered households reported between both counts, 41 were households with children and 144 were households with adults only. The number of households with children experiencing homelessness has increased in recent years.

Discussion:

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

The non-homeless special needs assessment evaluates both the housing and supportive services needs of members of the community that have special needs. Special needs populations may include, but are not limited to the elderly, persons living with mental, physical and/or developmental disabilities, persons experiencing alcohol or other substance abuse addictions, and victims of domestic violence, dating violence, sexual assault or stalking.

Describe the characteristics of special needs populations in your community:

Defining the special needs population in the City of Appleton is a result of several consultations and interviews with service-providing organizations in the community. The most prevalent characteristics of this population are:

- Persons affected by mental, physical, and/or developmental disabilities;
- Persons struggling with substance abuse; and
- Elderly persons/households that are in need of an array of supportive services According to census data, the estimated number of households in the City of Appleton with a disability is 16,767 or 22 percent of the total noninstitutionalized population. Institutionalized populations include correctional institutions, nursing homes and other institutions that house persons with a disability. Affordable and accessible housing options for people with disabilities include Oneida Heights, Randall Court Apartments, GlenPark Apartments, Pillar's Ascend apartments, Pillar's WireWorks apartments, Riverwalk Place, and John Fischer Manor.

What are the housing and supportive service needs of these populations and how are these needs determined?

During consultation with the various organizations of the community that provide services, the most common needs for non-homeless special populations include:

Transportation- specifically affordability and availability for those that cannot afford to own a vehicle or are not physically capable of transporting themselves. The City of Appleton's Valley Transit Authority has recently had to limit hours and cut service due to staffing challenges, further limiting options to get around. Valley Transit also operates the VT Connector, a service that provides riders with connections between transfer points on the bus line and their starting or final destination. This is operable during normal hours and on Saturdays.

Mental Health Services- In addition to being the most predominantly identified need by community agencies, 60 percent of respondents to the Community-Wide Needs Survey indicated that access to health services and dental services was very important. This includes access to qualified professionals, insurance and/or financial capacity to receive continuous services, and extended care.

Discharge Services- The other predominant need identified was discharge planning for individuals returning from mental/physical health institutions and Department of Justice institutions. There are currently no facilities or resources available to this demographic.

Housing- specifically accessibility, affordability, and attainability. Prices for housing in the City have been increasing significantly in recent years, making it even more difficult for the special needs population to attain housing units. Furthermore, due to the competitive market, costs associated with renting are inflated. For current homeowners- particularly the elderly- affordability plays a factor as the unit ages and deteriorates, hindering their ability to rehabilitate the unit or make it accessible. People who were recently institutionalized may also struggle to find housing options with a lack of recent rental history and landlords unwilling to accept them in a tight rental market.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

N/A

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Respondents to the Community-Wide Needs Survey were asked to rank the importance of five categories of eligible CBDG activities on a scale of 1 to 5, and to rate specific issues as very important, somewhat important, or no important.

All rankings of the five categories were summed to find the average ranking of each activity category to understand how many people viewed it as an important priority for the City. The higher overall number, the more people ranked it as a high priority activity. The distribution of the summed rankings is as follows:

Public Services - 3.375/5

Housing Rehab - 3/5

Public Facilities and Improvements - 2.9/5

Homeownership Assistance - 2.7/5

Economic Development - 2.6

The amount of public service dollars that can be committed each year is capped at 15 percent of the total CDBG allocation. The City is currently utilizing the share of public services dollars for the Community Resource Navigator staff position that connects persons experiencing homelessness and other basic needs crises with resources available to them in the community.

Housing Rehabilitation projects were the next top priority in the community. The City of Appleton offers a housing rehabilitation loan program that provides zero interest loans to income-qualified residents for critical home improvements, such as roofing and foundation improvements, windows, siding and fascia, accessibility upgrades, and other updates that enable homeowners to stay in their homes. Rebuilding Together Fox Valley provides homeowner rehabilitation through a grant program, especially focused on improvements for disabled and elderly residents to ensure their homes are accessible and they can age in place. These projects are important for ensuring that affordable ownership and existing housing in the community is retained and maintained.

Around 40 percent of the Community-Wide Needs Survey respondents expressed that the condition of parks and other public spaces are in the same condition as five years ago, and 92 percent of respondents indicated that improvements to neighborhood parks and public spaces is somewhat or very important. These are considered public facilities and was an area of interest for improvements for many residents.

Additionally, 90 percent of respondents said that funding for homeless shelters was somewhat or very important.

During agency interviews, several representatives raised concerns regarding the need to develop specific public facilities, including a youth shelter, a shelter for individuals discharged from institutional settings, and mental health facilities.

How were these needs determined?

In addition to the Community-Wide Needs Survey and the Stakeholder Survey, the need for public facilities was discussed during multiple agency interviews during the development of this Plan.

Describe the jurisdiction's need for Public Improvements:

Maintaining the quality of the City of Appleton's infrastructure while experiencing federal and state funding decreases has proven difficult. Because infrastructure activities are general high-cost projects, funding them through the CDBG program has not been considered a high priority in the past. However, 100 percent of respondents to the Community-Wide Needs Survey indicated that the repair or replacement of streets, sidewalks and/or infrastructure is somewhat or very important. City departments are working to improve street conditions and have embarked on a Complete Streets project to ensure that all streets are safe for a variety of multi-modal transportation options. CDBG funds may be leveraged in this project to assist with the improvements.

Unfortunately, due to the budget constraints, street repair and replacement has been so delayed that the materials are expected to last double the normal life cycle. Considering the high priority response to improve infrastructure needs in the community, continued budgetary constraints may require the City of Appleton to consider utilizing CDBG funding for small street projects in low and moderate-income areas.

Other areas of interest for public improvements include parks and public spaces, and improvements to resources such as homeless shelters and other community facilities. 92 percent of respondents said that improving the condition of neighborhood parks and public spaces was important. Respondents indicated that the number of places for children to play is "about right" with 65 percent of respondents selecting that option. This indicates that improvements to existing parks may be a benefit that would suit residents needs and benefit the community through CBDG dollars. Residents also voiced interest in supporting homeless facilities and services, with 90 percent of respondents indicating that funding

improvements at homeless shelters was somewhat or very important. Public facilities improvements dollars can be used for improvements to critical community institutions such as a homeless shelter.

How were these needs determined?

Staff considered the Community-Wide Needs Survey, the City's Capital Improvement Plan and Five-Year Paving Plan, and feedback from City staff and residents during various public events to determine the needs and areas of interest for investment.

Describe the jurisdiction's need for Public Services:

According to the Appleton Health Department's Community Concerns Survey, 88 percent of respondents believe there are unmet mental health needs in the community, and 63 percent disagree that access to mental health services is timely and available. Another 66 percent of respondents say that childcare is very important but unavailable in the community and nearly 100 respondents said that childcare availability impacts their job opportunities. Other areas of interest for public services included drug and alcohol abuse services, services for specific populations such as seniors and youth, and health services for low- and moderate-income residents. In almost every interview conducted with community agencies during the development of this Plan, mental health and substance abuse services were mentioned as the highest needs in the community. These services include the financial support to pay for the services, the increased availability of the services, and the accessibility to the services, including connecting people with services.

The City created a Community Resource Navigator position that responds to persons experiencing homelessness or other basic needs crises to connect them with resources available in the community to combat the challenges they are facing. Over 25 percent of respondents to the Community Concerns Survey stated that they did not know where to find resources in the community, indicating that there is a high need for connecting people with the variety of assistance forms that exist in the community. The CRN can connect residents with homelessness services, health services, transportation needs, and other critical services that are high priority to Appleton's residents.

Another concern expressed during every interview with community agencies was the need for improved public transportation. Affordable fares, accessible locations, and inclusive routes all impact the need for improvement with transportation services. Community Needs Survey respondents also indicated that adding additional bus stop or shelters was somewhat or very important (65 percent of respondents) and

33 percent of respondents stated that transportation options are worse off today than they were five years ago.

How were these needs determined?

In addition to the Community-Wide Needs Survey, various agencies that provide a spectrum of services to low and moderate-income citizens in the community were interviewed. These agencies were able to provide valuable insights based on their daily interactions with clients who need these services, and through their communication with various other organizations in the community. Each organization interviewed was able to shed light on the needs in the community and the challenges that their clients might face in accessing these resources.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The primary challenge to create & preserve affordable housing in the City of Appleton is that household income is failing to keep up with rising housing costs. There are approximately 30,870 housing units in the City of Appleton, with 29,729 estimated to be occupied according to the 2020 5-year ACS estimates. Owner-occupied units comprise about 67% of occupied housing units, while renter-occupied units comprise about 34% of occupied units. Appleton has a mixed housing stock that varies in age, but over 44% of total units were built prior to 1980 in Appleton. This is important to note because older housing often has higher maintenance costs, and housing built prior to 1978 was not subject to lead safe housing regulations, so lead removal is a frequent priority for homeowner rehabilitation. Owner-occupied units have a slightly higher percentage of units built prior to 1980 (67%) than renter-occupied units (62%).

The market in Appleton has changed significantly in recent years as well. Appleton has a low vacancy rate for both renter and owner-occupied housing units, which limits buyer's and renter's choices in the market and increases the power of property owners to raise prices. As of the 2022 5-year ACS estimates, Appleton had an owner-occupied unit vacancy rate of 0.4 percent and renter vacancy rate at 2.6 percent. In 2023, Appleton approved 98 single-family detached unit permits, 2 two-family building permits, and 46 multi-family building units permits. City staff are working to streamline development and increase communication with developers to encourage quicker development.

The estimated cost of a new single-family unit was \$309,085 in 2020 and shot up to \$468,068 by 2022, indicating a sharp increase in the price of new units. According to Zillow, in September 2024, the median list price of houses for sale was \$283,267, with a median sale price in August 2024 of \$271,967. Since January of 2020, Zillow's home value index has increased by over 56%, indicating a significant rise in overall estimated home value. On average, homes in the City of Appleton sell after 44 days on the market (RedFin).

There have been multiple new developments in Appleton in the last 10-15 years, including:

- Woolen Mill Lofts (60 units, income restricted & market rate)
- RiverHeath - Evergreen (35 units), Prairie (35 units), and Willow (100 units)
- Union Square (53 units, income restricted).
- Eagle Flats - The Landing (54 units, income restricted) and Riverwalk Place (70 units, affordable senior housing)
- Crescent Lofts (69 total units, income restricted & market rate).
- Avant Apartments (33 units)
- Gabriel Lofts (21 units)
- 800 Block West College (20 units)

- 301 E College Ave (28 units)
- Zuelke Building (66 units)
- Rise Apartments & Townhomes (48 units)
- Urbane 115 Apartments (56 units)
- Fox Commons - Student apartments for Lawrence University (60 units, 170 beds)
- Clearwater Creek (14 single-family units)

Future developments that will increase total units and boost affordable housing supply include:

- Second phase of Urbane Apartments (75 units)
- Thrivent Headquarters land redevelopment - a mix of commercial/mixed use and multi-family, townhomes, and single-family units (2,200-2,300 total units)
- Valley Transit Center Redevelopment will add housing in Appleton's downtown, including income-restricted housing
- Trout Museum will have 46 one-and two-bedroom apartments at market price

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

In general, there are housing options in the City of Appleton suitable for families and individuals with a variety of needs. However, despite the variety of developed units, there are still needs that are unmet or undersupplied. Interviews with multiple agencies revealed that:

- There is a shortage of 1 bedroom rental units for individuals in need of supportive services, who are often at the top of the Coordinated Entry list;
- Construction of new small homes is difficult due to development costs of new subdivisions, and zoning restrictions such as setbacks and parcel size minimums;
- Appleton's growth area is limited due to boundary agreements with surrounding municipalities, and the subdivisions that exist in the newly developing areas of Appleton consist of medium to large lots that are not conducive to the construction of smaller-sized homes

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	20,380	66%
1-unit, attached structure	1,910	6%
2-4 units	3,245	11%
5-19 units	3,200	10%
20 or more units	2,005	6%
Mobile Home, boat, RV, van, etc	130	0%
Total	30,870	100%

Table 27 – Residential Properties by Unit Number

Data Source: 2016-2020 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	50	0%	235	2%
1 bedroom	160	1%	2,170	21%
2 bedrooms	2,915	15%	5,460	54%
3 or more bedrooms	16,435	84%	2,310	23%
Total	19,560	100%	10,175	100%

Table 28 – Unit Size by Tenure

Data Source: 2016-2020 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The Appleton Housing Authority provides a total of 594 vouchers for several types of programs (as detailed in Table 22), and 209 units of public housing.

The Housing Inventory Chart (HIC), a monthly compilation of housing available through the Fox Cities Housing Coalition (FCHC), gives a snapshot on the monthly number of units and beds utilized by people seeking housing and homelessness services. The total number of beds available is as follows:

Emergency Shelter for homeless individuals and families (137 units total)

- 68 beds for victims of domestic violence, with 34 total units;
- 55 beds for individuals only, with 55 total units;
- 80 beds for individuals and families, with 48 total units

Permanent Supportive Housing for homeless individuals and families (28 units total)

- 20 beds/units for individuals only;
- 9 beds (6 units total) for families;
- 23 SRO beds for individuals

Rapid Re-Housing for homeless individuals and families (10 units total)

- 53 beds (22 total units) for individuals or families

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

No units are expected to be lost from the affordable housing inventory at this time. In recent years, inventory of income-restricted units that are reserved for low-and moderate-income residents has increased due to grants and tax credits for housing development.

Does the availability of housing units meet the needs of the population?

Most people in Appleton will find a housing unit to meet their needs, but low overall supply, inadequate supply of certain types of units, and inadequate supply of affordable units are all challenges that result from housing unit supply being misaligned with the demand in Appleton.

There are specific segments of the population whose housing needs are not being met, particularly individuals with special needs that may need additional supportive services. Additionally, there is a shortage of units available for one-person households experiencing homelessness, according to service providers in Appleton. Ensuring that there is a willingness to lease to clients with former homeless or incarceration/institutionalization backgrounds is a major goal for homeless service providers in Appleton, and service providers discussed the lack of transitional housing options for people who are

integrating back into society after institutionalization. There is also a lack of agency-owned housing units that can provide supportive services and serve clients housing needs for longer periods of time to achieve stabilization. Permanent supportive housing options that are not time-limited in the provision of assistance are a major need in Appleton.

Housing services organizations currently provide rapid rehousing assistance, which is a two-year time limited assistance to get people experiencing homelessness back on their feet and able to earn wages that can support their households needs. The vast majority of people experiencing homelessness are not chronically homeless, but are experiencing a stint of homelessness due to a temporary emergency such as the loss of a job, a health issue, or other similar event. These clients benefit from programs such as rapid rehousing that help them regain stability and offers additional resources to increase education or job opportunities, but does not serve the needs of all persons experiencing homelessness.

Describe the need for specific types of housing:

During several interviews with community agencies, the need for smaller one and two-bedroom rental units was expressed. Single individuals and smaller families have had problems finding smaller rental units within their affordability range, forcing them to chose options that are larger than they need and often become housing cost burdened. The overall median cost of housing between 2020 and 2022 rose between 11.5-18% for renters, depending on bedroom size.

The need for more transitional and permanent supportive housing units was also expressed as a high need. These particular units are accompanied with the provision of services, which aid individuals and families in making the transition from dependence of supportive services to independent living situations.

Discussion

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Analysis of data provided in this section indicates that those families and individuals in the lowest income category (30 percent HUD Area Median Family Income (HAMFI)) and those looking for a rental unit with one to two bedrooms, face a housing shortage in the City of Appleton.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2020	% Change
Median Home Value	137,500	157,700	15%
Median Contract Rent	572	653	14%

Table 29 – Cost of Housing

Data Source: 2000 Census (Base Year), 2016-2020 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	2,005	19.7%
\$500-999	6,994	68.7%
\$1,000-1,499	890	8.8%
\$1,500-1,999	180	1.8%
\$2,000 or more	99	1.0%
Total	10,168	99.9%

Table 30 - Rent Paid

Data Source: 2016-2020 ACS

Housing Affordability

Number of Units affordable to Households earning	Renter	Owner
30% HAMFI	825	No Data
50% HAMFI	3,765	2,215
80% HAMFI	6,995	6,744
100% HAMFI	No Data	9,477
Total	11,585	18,436

Table 31 – Housing Affordability

Data Source: 2016-2020 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	0	0	0	0	0
High HOME Rent	0	0	0	0	0
Low HOME Rent	0	0	0	0	0

Table 32 – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

According to Table 6, in the Needs Assessment section of this Plan, the total number of households in the City of Appleton under the 0-30 percent HUD Area Median Family Income (HAMFI) category is 3,510. When comparing that total to the number of rental units available under the 30 percent HAMFI (825 units), per Table 33 above, it appears there is a severe lack of housing available to households at this income level. When comparing the number of households in other income categories to available housing, the numbers are much more aligned and do not indicate quite a severe shortage of units. However, there are slightly fewer units available to households at >30-50% HAMFI than there are total households at that income level, so they may pursue the available lower-priced units that households at 0-30% HAMFI can afford, further putting pressure on the availability of affordable units for those at the lowest income tiers.

Meeting demand for units at all income levels is critical for ensuring that affordable housing units are available for those at the lowest incomes. When supply does not meet demand, those with the lowest incomes suffer the most from the unavailability of housing. Buyers and renters with higher incomes have more flexibility in the market, and can afford to get a unit that is priced at a lower rate than ~30 percent of their annual income, taking units affordable at a certain income level off the market for those who need it. This process continues for each income level, until those with the lowest income levels (and no ability to spend more on their housing) have very few options that are affordable and available to them. Additional development at all income levels is important to ensure that needs are being met, and new units open up older units and put downward pressure on the price of those units, increasing the overall supply of affordable units as new units are brought online. This process is known in the housing market as filtering.

How is affordability of housing likely to change considering changes to home values and/or rents?

The City of Appleton has seen unprecedented growth in home prices. The median estimated home value according to Zillow rose 56 percent from 2020 to 2024. The cost for a new unit increased from \$309,085 to \$468,068 according to Appleton's Housing Fee Report, indicating that new development has mostly been aimed at higher-income residents who can afford the high cost of these units. It can be very

challenging to produce new developments that are affordable due to land costs, zoning and parcel restrictions, and high materials and labor costs that shot up during the pandemic and have not reduced. The City of Appleton is working to reduce the administrative costs of development and speed up the development approval process to ensure that needed housing developments are brought online in a timely manner to address supply challenges. Additionally, the City is leveraging American Rescue Plan Act (ARPA) dollars to encourage development of affordable units for the Valley Transit Center redevelopment, to ensure that more affordable units are available in Appleton. Other strategies that can increase the presence of affordable and missing-middle housing in Appleton are being explored through the process of updating the City's Comprehensive Plan.

Rent has been increasing due to a tight rental market without enough supply to meet the needs of residents at all income levels. HUD Fair Market rents increased at varying rates between 2022 and 2023, with efficiency units increasing the least, at 5.9% increase, and one bedroom units increasing the most, at 9% increase. These price increases are significantly higher than previous increases in recent decades. This suggests that housing affordability will continue to be a challenge, especially for individuals or small families looking for one-bedroom units.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Median contract rent was \$673 in Appleton in 2020, and median rent in the area continues to increase. In 2022 ACS 5-year estimates, median contract rent was \$770, almost an 18% increase in two years. Area median rent provides an estimate of the middle rate rent in Appleton, meaning that half of units rent for above the median rent, and half rent for below it. Although area median rent does not specify the unit size, because the City of Appleton's median rent of \$770 in 2022 is between the FMR for one-bedroom and two-bedroom units, conclusions could be drawn that:

- 1) A large percentage of rentals in the City of Appleton are one and two-bedroom units;
- 2) The rent being charged is close to fair market value, but not necessarily affordable to residents at lower income levels;
- 3) Although the rental market is mostly smaller bedroom units, due to the current demand, there may be a need for additional rentals comprised of one and two bedrooms.

These conclusions are supported by input from various agencies that were interviewed during the development of this Plan. Encouraging developers [interested in constructing new, affordable housing] to incorporate more one and two bedroom sized units would be helpful in accommodating the need for smaller rental units as identified by housing services providers such as Pillars and Salvation Army.

Discussion

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The condition of housing in the City of Appleton can be assessed as relatively good considering over 65 percent of total housing units were built before 1980. However, because 40 percent of renter-occupied units report at least one housing problem, the condition of rental units is an area of concern. Also, due to the age of 65 percent of the housing units, remediation of lead hazards must also be addressed.

While data regarding the total number of vacant and abandoned units in the City of Appleton was not available, maintenance issues associated with these types of properties are managed by the City of Appleton's Inspection Division.

Describe the jurisdiction's definition of "standard condition" and "substandard condition but suitable for rehabilitation":

The City of Appleton has adopted the State building code and existing buildings regulations, according to the Wisconsin Administrative Code, SPS Chapters 330-366.

The City of Appleton's Municipal Code defines the maintenance of buildings in Section 4-1, and states *"Maintenance of buildings: All buildings and structures and all parts thereof, both existing and new, shall be maintained in a safe and sanitary condition. All service equipment, means of egress, devices and safeguards which are required by this chapter in a building or which were required by a previous statute in a building when erected, altered or repaired shall be maintained in good working order."*

The Municipal Code also defines unsafe conditions in Section 4-181, stating *"Right of condemnation: All building or structures that are or become unsafe, unsanitary or deficient in adequate exit facilities, which constitute a fire hazard or are otherwise dangerous to human life or the public welfare, or which are detrimental to public health, safety and welfare by reason of illegal or improper use, occupancy or maintenance, shall be deemed unsafe buildings or structures."* *"A vacant building, unguarded or open at a door or window, shall be deemed a fire hazard and unsafe within the meaning of this section."*

The City of Appleton's Municipal Code allows for the rehabilitation of buildings in Section 4-184, *"Restoration of building: If the damage or cost of reconstruction or restoration is in excess of 50 percent of its fair market value, exclusive of foundations, such building shall be made to comply in all aspects with the requirements for materials and methods of construction of new buildings."*

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	3,180	16%	3,190	31%

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With two selected Conditions	35	0%	265	3%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	16,340	84%	6,725	66%
Total	19,555	100%	10,180	100%

Table 33 - Condition of Units

Data Source: 2016-2020 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	2,230	11%	1,500	15%
1980-1999	4,190	21%	2,405	24%
1950-1979	7,960	41%	3,899	38%
Before 1950	5,165	26%	2,360	23%
Total	19,545	99%	10,164	100%

Table 34 – Year Unit Built

Data Source: 2016-2020 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	13,125	67%	6,259	62%
Housing Units build before 1980 with children present	1,670	9%	1,100	11%

Table 35 – Risk of Lead-Based Paint

Data Source: 2016-2020 ACS (Total Units) 2016-2020 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

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Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Approximately 13,125 housing units were built prior to 1980 and are located in HUD-designated low and moderate-income (LMI) block groups. The Lead Based Paint Hazards map indicates the residential structures built pre-1978 and shows that the disbursement of these houses within the City of Appleton's identified LMI block groups.

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

Public housing, available through the Appleton Housing Authority, includes Oneida Heights, a 159-unit apartment building near downtown Appleton, and 48 scattered site units. The Appleton Housing Authority also has 594 Housing Choice Vouchers and 47 vouchers for Veterans Affairs Supportive Housing. As reported in AHA's 2023 PHA Plan, there were over 1,400 applicants on the Housing Choice Voucher waiting list. As of April 6, 2024, the Housing Authority had over 1,800 total applicants.

Totals Number of Units

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	0	212	597	13	584	58	0	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 37 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The public housing available in the City of Appleton consists of Oneida Heights housing development and scattered site units. Oneida Heights is a 159-unit apartment building for seniors located near downtown Appleton. While the building is well-maintained, it is an aging facility in need of

several upgrades. The 48 scattered site units are comprised of one and two unit homes, and one four-plex. The units are well-maintained by the Housing Authority and are considered in good condition.

Public Housing Condition

Public Housing Development	Average Inspection Score
Appleton Housing Authority	88

Table 38 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

The Oneida Heights senior apartment complex is an aging building, and while it is well maintained, renovations and upgrades need to be completed on a continuous basis, as funding allows ensuring the good condition of the facility. Additionally, maintaining cleanliness and health standards are key priorities for maintenance of this building. This project is currently being reevaluated and may be reformulated significantly in the next five years to better serve tenants needs and adjust to changing HUD priorities around public housing funding.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The Appleton Housing Authority has a strong focus on promoting family self-sufficiency. The AHA employs one full-time Family Self-Sufficiency Coordinator, and offers a wide variety of resources including: case management, life skills, mentoring, career counseling, childcare assistance, health services, continuing education, financial incentives, transportation, job training, support groups, and workshops. Other community partnerships include programming with the Fox Valley Technical College.

Discussion:

The Appleton Housing Authority received American Rescue Plan Act funds amounting to \$1,500,000, which will be used to assist in the development of a 40-unit apartment complex, with 33 income restricted units. The breakdown of the expected units is as follows: 9 units for households at 30 percent AMI, 16 units for households at 50 percent AMI, and 8 units for households at 60 percent AMI.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Three facilities in the Fox Cities area provide shelter for individuals and families experiencing homelessness- Pillars Adult Shelter, Pillars Adult and Family Shelter, and Harbor House Domestic Violence Shelter. While Harbor House specifically shelters and provides services for victims of domestic abuse, sexual assault, trafficking and stalking, the Adult Shelter provides shelter and services specifically to single individuals experiencing homelessness, and the Adult and Family Shelter provides shelter and services to men, women, and children experiencing homelessness. In addition to shelter, clients are provided with personal care items and meals to meet their basic needs. Through Pillars Adult Shelter and Pillars Adult and Family Shelter, up to 140 people can receive services.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	148	0	0	0	0
Households with Only Adults	60	0	0	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source Comments: Housing Inventory Count (HIC January 2025)

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

The Fox Cities Housing Coalition, of which the City of Appleton is an active member, is comprised of a wide variety of member agencies that provide various mainstream services that complement services targeted to individuals and families experiencing homelessness. Such services include, but are not limited to:

- Temporary assistance for needy families (TANF)
- Runaway and homeless youth programs
- Head start programs & child care
- Housing and services funded through the Department of Justice resources
- Housing and service programs funded through Health and Human Service resources
- Mental health services
- Substance abuse services
- Disability advocacy and services
- Domestic violence advocacy and services
- Employment assistance
- Healthcare
- Job training & education
- Legal services
- Case management/life skills
- Budgeting
- Literacy
- Transportation

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Harbor House Domestic Abuse Shelter provides more than a safe shelter to women and children experiencing domestic abuse; if needed, food, clothing, personal care items, and other basic needs are also provided to clients. Both shelter residents and nonresidents are encouraged to meet with an advocate to develop a safety plan and get connected to additional services that move them beyond basic safety and towards a life of self-sufficiency and personal empowerment.

Pillars Adult and Family Shelter provides safe and secure short-term shelter for men, women, and families. The Shelter also provides basic needs such as meals, hygiene products, transportation assistance, and laundry and shower facilities. Client-centered case management is provided to Shelter residents as a means to assess barriers that are preventing employment, housing solutions, and connection to other services available in the community. Additional services available through the

Shelter program include physical and mental health services, vocational skills assessment and training, legal services, and economic support.

Pillars Adult Shelter provides basic needs- shelter, food, clothing, safety- to adult individuals experiencing homelessness. Many of the Adult Shelter's clients are experiencing chronic homelessness. While services are not directly offered through the Shelter, referrals and connections to mainstream resources are made to local resources.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

There are individuals in the City of Appleton that are not homeless, such as those returning from mental and physical health institutions, that require supportive housing and programs. Agencies that provide such services, of varying degrees, include: Riverview Gardens, COTS, Ryan Community, and the Salvation Army of the Fox Cities.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

During interviews with multiple community organizations, the highest needs expressed for this population included rent assistance, intensive case management, and accessibility. Particularly for case management, an emphasis needs to be placed on mental health and substance abuse recovery. Accessibility assistance is especially in demand for elderly homeowners that cannot afford renovations allowing them to remain in their home as they age. Additionally, overall accessibility to transportation services has proven challenging for the identified special needs population.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

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Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Appleton's Homeowner Rehabilitation Loan Program provides low and moderate-income homeowners with no-interest, deferred payment loans to make necessary repairs and improvements to their homes and will continue to be funded through the CDBG program. In addition, the Appleton Housing Authority is being funded for their first-time homebuyer program, which also provides downpayment assistance and rehabilitation assistance as needed for homes purchased by low and moderate-income persons.

The City of Appleton will always consider CDBG funding requests, submitted by community partner agencies, that propose activities and services that benefit the special needs population at a high priority. During the next year, the City of Appleton plans to provide funding to Rebuilding Together Fox Valley to

assist individuals living independently through providing accessibility modifications to their homes. The City also plans to fund Pillars to conduct shelter improvements, accessibility upgrades for the newly developed Family Resource Center in downtown Appleton, assistance for homebuyer opportunities for Habitat for Humanity, and other projects that address concerns of residents, including, but not limited to rental rehabilitation, improvements to parks and public spaces, improvements to other public facilities, and funding for the Community Resource Navigator staff position.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

N/A

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

The City of Appleton, through a collaboration with the Metropolitan Milwaukee Fair Housing Council (MMFHC), updated the AI report in 2020. City staff are currently working on a data update to reevaluate the progress of the goals and recommendations identified in the previous update and adjust strategies as needed. The AI report identifies barriers to equal housing access based on quantitative data contained in various sections of the report and based on qualitative information gleaned from community input.

- 1) Private-market housing discrimination;
- 2) Affordable housing location;
- 3) Lack of affordable, accessible housing;
- 4) Private-market refusal to permit reasonable accommodations/modifications;
- 5) Lending discrimination and disparities; and
- 6) Critical shortage of affordable rental housing and limited housing assistance.

Previously, developers, builders, and realtors have expressed the following issues regarding the effects of public policies on affordable housing:

- Development standards, including infrastructure and storm water management, of new subdivisions drive up the costs of the lots making it difficult for developers to build truly affordable housing units;
- Current TID regulations limit how much and what can be done with residential development;
- Lot size requirements and building codes affect the cost of developing, maintaining, and improving affordable housing in the City of Appleton. In most instances of maintaining and renovating, the costs associated with bringing the home into code compliance ultimately make the home unaffordable.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

This section describes the economic development environment that exists in the City of Appleton. The need for qualified, motivated employees was expressed as a challenge during several agency interviews.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	242	2	1	0	-1
Arts, Entertainment, Accommodations	3,922	4,852	12	11	-1
Construction	1,948	2,171	6	5	-1
Education and Health Care Services	5,563	10,787	17	25	8
Finance, Insurance, and Real Estate	2,660	7,099	8	17	9
Information	598	1,215	2	3	1
Manufacturing	7,120	5,765	21	13	-8
Other Services	1,534	1,574	5	4	-1
Professional, Scientific, Management Services	2,801	3,204	8	7	-1
Public Administration	0	0	0	0	0
Retail Trade	4,279	4,491	13	10	-3
Transportation and Warehousing	1,274	592	4	1	-3
Wholesale Trade	1,690	1,250	5	3	-2
Total	33,631	43,002	--	--	--

Table 40 - Business Activity

Data Source: 2016-2020 ACS (Workers), 2020 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	40,374
Civilian Employed Population 16 years and over	38,740
Unemployment Rate	4.10
Unemployment Rate for Ages 16-24	8.44
Unemployment Rate for Ages 25-65	3.30

Table 41 - Labor Force

Data Source: 2016-2020 ACS

Occupations by Sector	Number of People
Management, business and financial	8,950
Farming, fisheries and forestry occupations	1,145
Service	3,615
Sales and office	8,205
Construction, extraction, maintenance and repair	2,419
Production, transportation and material moving	3,155

Table 42 – Occupations by Sector

Data Source: 2016-2020 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	30,036	83%
30-59 Minutes	4,990	14%
60 or More Minutes	1,011	3%
Total	36,037	100%

Table 43 - Travel Time

Data Source: 2016-2020 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,430	85	980

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	7,015	279	1,734
Some college or Associate's degree	10,280	525	2,095
Bachelor's degree or higher	11,870	340	1,265

Table 44 - Educational Attainment by Employment Status

Data Source: 2016-2020 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	4	135	255	645	710
9th to 12th grade, no diploma	720	390	385	685	440
High school graduate, GED, or alternative	2,675	2,350	2,110	4,590	4,355
Some college, no degree	2,680	2,600	2,110	3,515	1,850
Associate's degree	495	1,335	1,125	2,230	820
Bachelor's degree	525	2,900	2,385	4,060	1,950
Graduate or professional degree	105	815	1,180	2,135	1,095

Table 45 - Educational Attainment by Age

Data Source: 2016-2020 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	0
High school graduate (includes equivalency)	0
Some college or Associate's degree	0
Bachelor's degree	0
Graduate or professional degree	0

Table 46 – Median Earnings in the Past 12 Months

Data Source Comments:

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The Business Activity table displays the number of workers trained for a specific sector, and the number of jobs available in the community for that sector. The largest sector by number of workers is the

Manufacturing sector with 20 percent of workers in Appleton. However, this is a mismatch between the number of workers with training for this sector and the number of jobs available for this sector, with the share of jobs in the Manufacturing sector only representing 12 percent of the total available jobs. This is followed by the Education and Health Care Services sector with over 15 percent of workers and 23 percent of jobs. Other sectors with a high share of workers in Appleton include Retail Trade with 12 percent of workers, and Arts, Entertainment, and Accommodations, with 11 percent of workers.

Describe the workforce and infrastructure needs of the business community:

As shown in the above tables, the unemployment rate for the City of Appleton is 4.10 percent, and while the rate for workers ages 25-65 is only 3.3 percent, the rate for workers ages 16-24 is higher at 8.44 percent. However, the unemployment rate for persons age 16-24 has decreased since the 2020-2024 consolidated plan. Additionally, Appleton is home to Lawrence University, a private liberal arts college and conservatory of music, which may contribute to the higher unemployment rate among 18-24 year olds, as many students are not working while in school. The largest occupation by sector is Management, Business, and Financial with 8,950 employees, followed by the Sales and Office sector employing 8,205 employees. The number of employees in the Sales and Office sector has decreased since completion of the 2020-2024 Consolidated Plan.

Table 45- Travel Time, would seem to indicate that employees live near their jobs, as 85 percent report a less than 30-minute commute. However, this may be due to the connectedness of the Fox Valley roadways, which enables many employees to live in outlying surrounding communities without requiring a commute greater than 30 minutes. Unfortunately, the workforce that depends on public transportation may experience longer commutes and greater unpredictability of service when compared to auto users.

The educational attainment tables (Table 46, Table 47, and Table 48) support the conclusion that the potential for employment and higher earnings increases when an employee has achieved a higher degree of education. The highest occupations by sector- Sales and Office and Management, Business and Finance- also emphasize the need for a higher degree of education since many of the positions within those sectors require educational beyond high school.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

In May 2019, the Outagamie County Board approved an additional half-percent county sales tax beyond the State of Wisconsin's five percent sales tax. Approximately a quarter of the tax is expected to be paid by individuals not living in Outagamie County, but who come to the area to eat, drink, and shop. As of the 2024 Appleton budget, the City of Appleton expected around \$900,000 for the City budget from the

county sales tax. Outagamie County estimated a total of about \$3,675,000 in sales tax distributions to share with local municipalities and school districts.

U.S. Venture, an energy company that distributes petroleum products, renewable fuels, tires, undercar parts and lubricants, is moving its world headquarters to a site in the City's Downtown, with a renovation to the largest building in Downtown, the 222 Building. Additionally, U.S. Venture will be responsible for the redevelopment of multiple parcels in Downtown and the College North neighborhood that were acquired with the 222 building.

The City of Appleton is engaged in a Complete Streets project, to ensure that all streets have access to multimodal transportation options that are safe for all road users. Additionally, Appleton is partnered with other municipalities and the Wisconsin DOT to redesign College Avenue, the main drag in Appleton that provides access to businesses across Appleton's downtown and stretching East and West across the City.

The Appleton Public Library is also undergoing a renovation, with the Library expected to reopen to the public on February 15, 2025.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

As indicated in *Table 41: Business Activity* and *Table 43: Occupations by Sector*, the major employment sector for the City of Appleton is Manufacturing, and the leading occupations by sector are Management, Business, and Financial (32.5 percent) Sales and Office (29.8 percent) and. The unemployment rate for workers ages 16-24 is higher than that for workers 25-65, and the unemployment rate for high school graduates is slightly percent lower than those that did not finish high school or an equivalent. The gap between worker without a high school diploma ad workers with a high school diploma has decreased in recent years, with about 3.4 percent of non-high school graduates being unemployed, compared to 3 percent of high school graduates.

The educational attainment tables (Table 45, Table 46, and Table 47) illustrate that the highest percentage of persons with an Associate's or Bachelor's degree is within 45-65 years of age. Approximately 10 percent of persons ages 18-24 do not have a high school diploma or equivalent, however, the percentage drops to 5 percent for ages 25-34. The lower percentage of persons without a high school diploma in the 25-34 year old age group suggests that younger generations may be returning to school to increase their educational and employment opportunities. This speculation is further supported by the high percentage (47 percent) of 45-65 year olds who have an Associate's, Bachelor's, Graduate, or professional degree. During Fox Cities Housing Coalition meetings, local organizations have expressed that increasing job training and educational opportunities is a high priority.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The Fox Valley Technical College (FVTC) offers a education and job training program called Career EXCELerate Wisconsin. This program is a joint collaboration between FVTC, Goodwill North Central Wisconsin, and Rawhide Youth Services, and provides participants with assistance to develop job skills and become employed. This program is free and offers programming in the following areas: Education and Health Services - Nursing Assistant, Early Childhood Teacher Aide; Manufacturing - Welding Fundamentals, Manufacturing Technician; Construction - Woodworking Technician, Plumbing Fundamentals; Truck Driving & Maintenance - Professional Truck Driving Class A and B CDLs, Heavy-Duty Vehicle Maintenance Diesel Technology Assistant; and Retail - Retail Education. This program supports educational and economic development at the individual level and is an important resource in the community for persons seeking a career change or new opportunities.

The Fox Cities Chamber of Commerce launched an Employee Friendly Workplace initiative and certification program that focuses on encouraging the adoption of more employee friendly workplace practices and policies in the Fox Cities. These practices will help employers enhance work/life balance integration and successfully attract and retain the best employees in the region. The Employee Friendly Workplace Initiative is a collaborative effort between businesses and community organizations, with special partnering organizations that include United Way Fox Cities, Child Care Resource & Referral, and First Five Fox Valley. This program supports development by keeping employees satisfied at work and enabling employees to do their best work, providing a benefit to businesses and individuals in the community. This initiative will support the City of Appleton's Consolidated Plan by offering a unique opportunity for regional employers to emphasize supportive work environments, reduce turnover, and promote positive company image. Ultimately, this will help decrease burdens and services requested of other agencies to achieve the same outcome.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

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Discussion

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Most housing with multiple housing problems are older homes, and older homes in the City of Appleton are located in the central region of the City near the downtown area. HUD housing problems are defined as incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room or cost burdened greater than 30 percent. The below map, "Housing- Date of Construction," indicates the residential structures built pre-1978 and shows that the concentration of these houses is well over 75 percent in the central City area.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

The "Ethnic Density Map" [below] indicates where racial or ethnic minorities reside in the City of Appleton. Since minorities make up less than 20 percent of the entire population of the City, concentration is defined as more than 20 percent of the census tract's population comprised of minorities. No one census tract in the City of Appleton is comprised of more than 50 percent racial or ethnic minorities, which suggests that there are no areas of high concentration or disparity in the City.

What are the characteristics of the market in these areas/neighborhoods?

While no one census tract in the City of Appleton is comprised of more than 50 percent racial or ethnic minorities, the areas/neighborhoods with higher density are located near downtown, where the majority of the City's affordable housing stock is located. This housing stock is older and many of the single-family homes have been converted to multiple unit rentals. This area also consists of two nationally designated historic neighborhoods- City Park and West Prospect Avenue- where the homes are older but have been preserved.

Are there any community assets in these areas/neighborhoods?

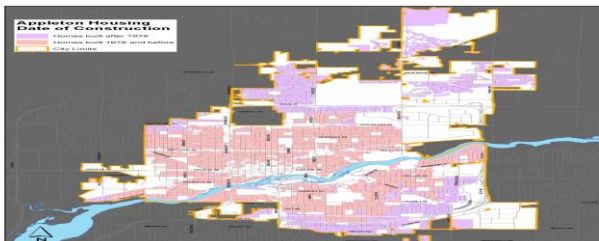
Many of the Fox Cities Housing Coalition supportive service agencies are located in this area, as well as City of Appleton and Outagamie County facilities including the Appleton Public Library, the Valley Transit station, the YMCA, the Appleton Police Department, and health care facilities.

The largest community assets in this area is the engaged citizenry. Continued partnership with West Appleton Neighborhood, Downtown Neighborhood, Lawrence-City Park Neighborhood, and Old Third

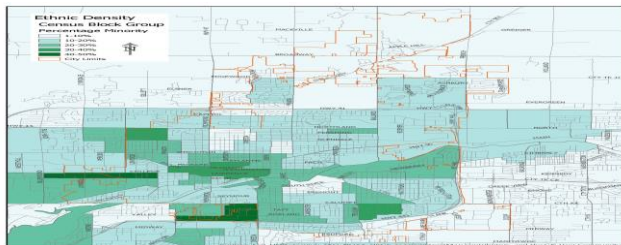
Ward Neighborhood is important to ensure this area is maintained and unique resident needs due to the age of housing stock are met.

Are there other strategic opportunities in any of these areas?

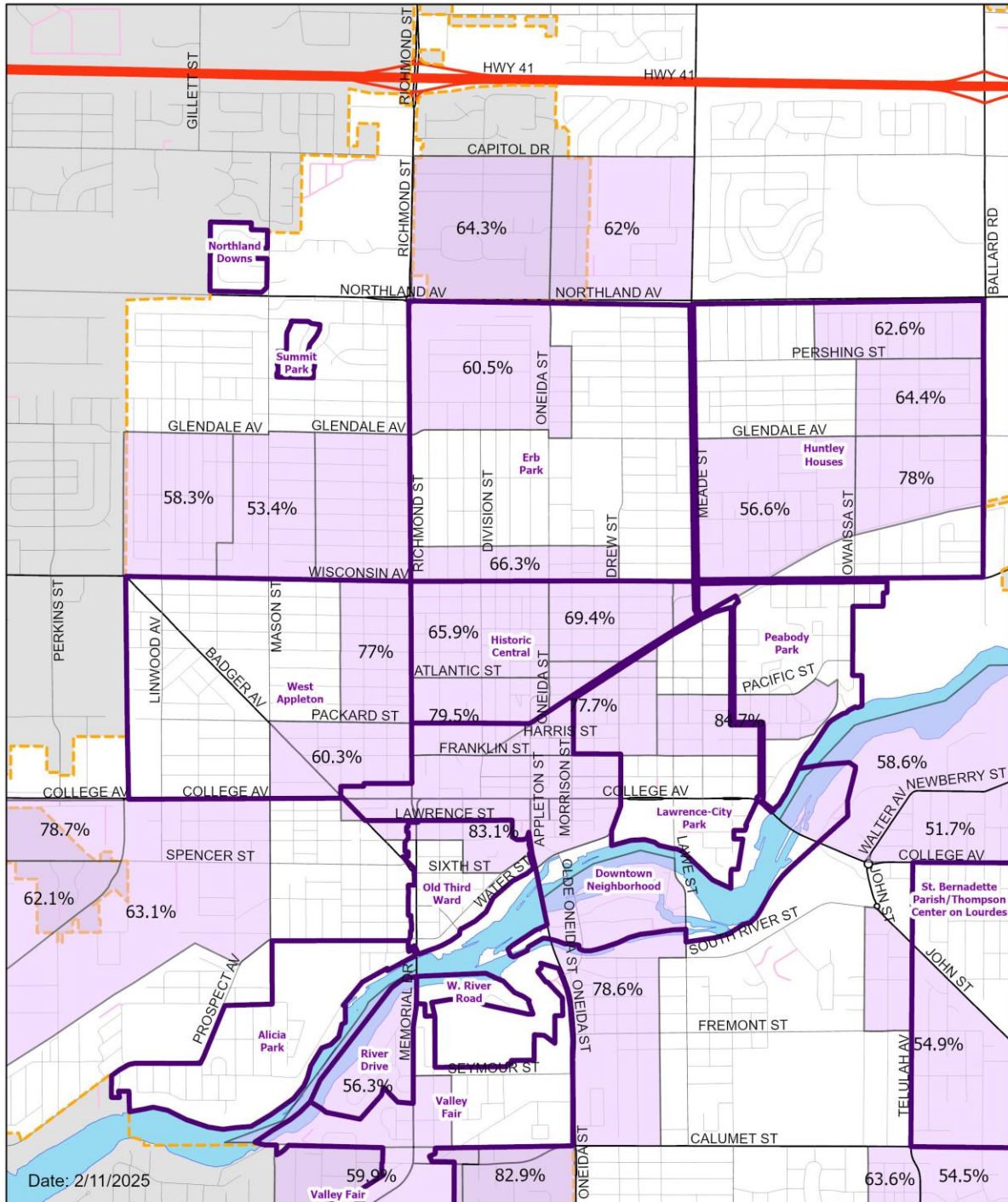
The City of Appleton's Neighborhood Grants Program and Homeowner Rehabilitation Loan Program, as well as the Greater Fox Cities Habitat for Humanity's Homeowner Repair and Rock the Block programs and Rebuilding Together Fox Valley's Homeowner Rehabilitation grants, all provide opportunities for City of Appleton residents to increase property values and increase the community connectivity by building, rehabilitating, and repairing homes and public spaces within these neighborhoods.



Housing Date of Construction



Ethnic Density Map



MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Broadband is the common term used to refer to a very fast connection to the Internet. Such connections are also referred to as 'high-speed.' Wireless broadband is widely available in the City of Appleton, according to the Federal Communications Commission's Broadband Availability data. Maps from the FCC show 80-100% of all units in Appleton are served by internet speeds of at least 100 Mbps download and 20+ Mbps upload. Almost 93% of Appleton households have a broadband subscription.

Wisconsin overall ranks 28th in broadband coverage (Broadbandnow.com). Approximately 92% of residents in Wisconsin have access to download speeds of 25 Mbps and upload speeds of 3 Mbps. 46.2% of residents have access to wired low-priced broadband at a price \$60/month or less, without discounts and government subsidies.

Appleton the sixth most connected city in Wisconsin, ahead of closely surrounding jurisdictions. The average download speed in Appleton is approximately 2 percent slower than the average in Wisconsin, and 24 percent faster than the national average. Fiber coverage is available to approximately 58% of Appleton.

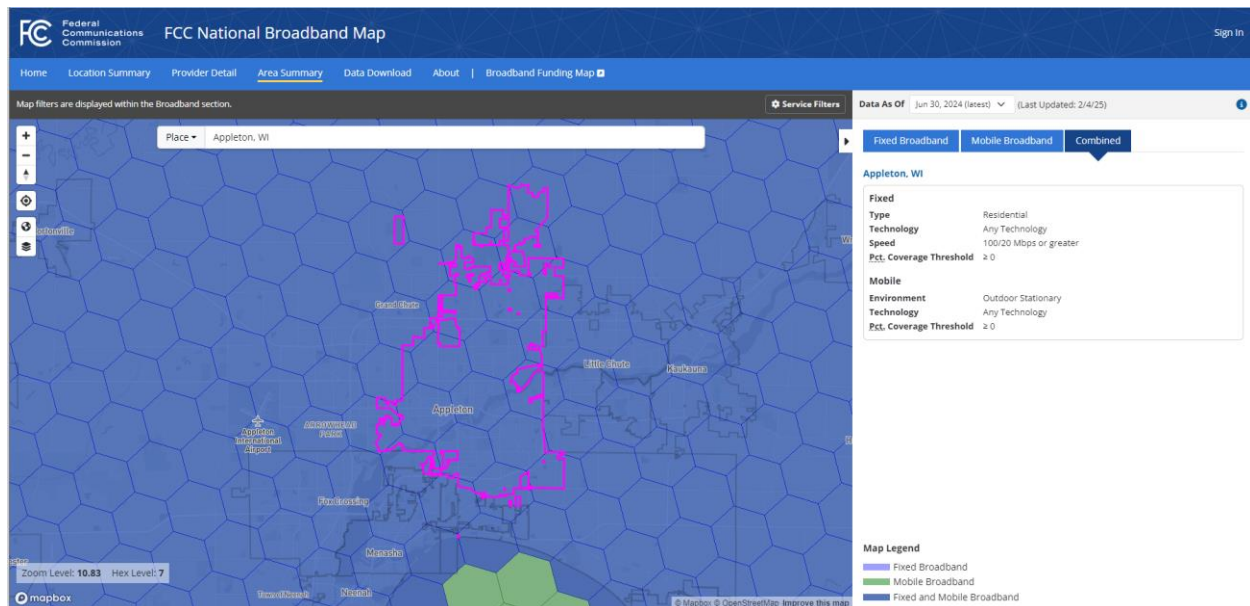
Residential areas in the City are served by providers offering download speeds ranging from as low as four megabits per second and as high as 5 gigabits per second (Gbps) with AT&T Fiber. Spectrum offers download speeds of up to 1 Gbps.

In general, purchasing internet with higher speeds is more expensive and may not be affordable to lower-income households. Broadbandnow.com reports that 35% of households with a yearly income under \$20,000 do not have access to broadband. 16% of households with an income between \$20,000-\$74,999 do not have access to broadband, and only 4% of households with an income above \$75,000 do not have access to broadband. Spectrum has plans starting at \$50 a month, and AT&T plans at \$55 a month.

Outagamie County is also widely covered by high-speed internet (defined by the FCC as 25 Mbps or faster), with almost 95% of households being covered. While Outagamie County is widely covered by some type of internet access, fiber availability is low. In a survey, 4% of residents reported having Fiber internet. The County is working to improve broadband access through fiber-optic investments funded through the American Rescue Plan Act.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

While currently, 100 percent of residents in Outagamie County have access to local internet providers, roughly 1,000 consumers in Appleton only have access to one or fewer at their address. The current Appleton internet providers include: Spectrum, AT&T Fiber Internet, US Cellular, EarthLink, Viaset Internet, TDS Telecom, Bertram Internet, Starlink, AlwaysOn Wifi, and HughesNet. The providers offer a range of consumer internet plans that encompass different speed levels, with plans ranging from 4.0 Mbps to 8 Gbps, and starting price points ranging from \$39.95 to \$120.00. Internet starting prices have increases considerably since the last Consolidated Plan, with the lowest starting price jumping from \$15 to \$40.



Fixed and Mobile Broadband Availability

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

The City of Appleton is subject to natural hazards that threaten life and health, as well as having caused extensive property damage. It is the intent of the hazard mitigation activities to reduce the impacts on people and property. The City of Appleton is involved with Outagamie County Emergency Management and the City of Appleton Emergency Management taskforce. These groups continue to develop the best practices approach to obtain and utilize mitigation funding through a variety of means to provide the community quality hazard mitigation efforts.

Winter events, substantial winds and tornadoes, and extreme heat were identified as having a component of climate change attached to an increase risk in the future.

Winter events have occurred for many years and most likely will continue to occur in the future in the City of Appleton. Since January 1, 2014, there have been approximately 31 severe winter events in Outagamie County, according to the National Centers for Environmental Information (NCEI). That equates to about three severe winter storms per year. In any given year, it is possible to have considerably more snow and ice events, and each winter will vary in snowfall depths of accumulating snow and ice. Future events may be affected by global climate changes, but the outcome of these trends is unknown at this time.

Extreme heat is typically a hazard found in more desert regions than Appleton, Wisconsin. However, extreme heat can and has been a hazard in Wisconsin causing heat strokes to occur and proving detrimental to crops. In recent years, heat deaths have been increasing in Wisconsin, according to the Wisconsin Department of Health and Human Services. In 2014, there was one death. In 2022, there were 15 deaths due to heat. Health hazards related to extreme heat include sunburns, heat cramps, heat exhaustion, and heat stroke. Young children, the elderly, and those who are sick are more likely to become victims (Wisconsin State Climatology Office).

While not in an especially tornado-heavy part of the United States, the State of Wisconsin still experiences on average, 23 **tornadoes** per year. However, 2024 has been a year of especially high tornado occurrence, with 42 tornadoes reported as of July 26, 2024. The high winds and severe storms that can accompany tornadoes pose serious health hazards to residents and infrastructure. The National Weather Services issues, on average, one to two tornado warnings, and five to 10 severe thunderstorm warnings per county per year in Wisconsin. Long-term trend analysis of Wisconsin's climate indicates that the state is becoming warmer and wetter. Heavy rainfall and strong storms create favorable conditions for tornadoes to form. Climate surveillance has shown that within the past 60 years, tornadoes are not occurring more frequently but rather are occurring on days that already had a documented tornado. This suggests an increase in tornado density. These trends suggest an increase in negative health and infrastructure impacts as a result of greater intensity of severe thunderstorms,

accompanying strong winds, and tornado occurrences. (State of Wisconsin, Department of Human Services, Severe Thunderstorms and Tornadoes Toolkit)

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Fortunately, no portion of the City of Appleton is geographically considered more vulnerable to flooding, tornadoes, and extreme temperatures. There are, however, several populations that are more vulnerable.

- A significant senior population has difficulty moving during intense weather events and can be confined to a home with limited food, water, medical supplies, and heating and cooling during extreme weather events.
- The homeless population is more exposed to weather and hazards, particularly when the City of Appleton's emergency shelters are undersized and over capacity, and individuals and families are forced to seek "shelter" in places not meant for human habitation.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The following Strategic Plan sections identify the priority needs of the community and the strategies that the City of Appleton will employ to address those needs in the most effective, efficient manner. Also included is a summary of the institutional structure utilized to carry out eligible activities and how the City of Appleton will monitor projects to ensure compliance with HUD standards and requirements.

The City of Appleton has identified the following priority needs for the 2025-2029 Consolidated Plan:

1. Affordable, quality, lead-free housing for low and moderate-income persons;
2. Improvement of public facilities;
3. Revitalization of neighborhoods;
4. Provision of public services, especially for vulnerable populations;
5. Economic Development opportunities to support workers, entrepreneurs, and business owners.

The City of Appleton has not identified a specific geographic area in which to concentrate the use of CDBG funding over the next five years. However, through adherence to CDBG requirements, City of Appleton staff anticipates funding to be focused primarily in low and moderate-income areas of the jurisdiction.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Are a N am e:	Are a T yp e:	Other Tar get Area Descriptio n:	HUD A pprov al Dat e:	% of Low/ Mod :	Revi tal Typ e:	Other R evital D escripti on:	Iden tify the neig hbo rho od bou ndar ies for this targ et area .	Incl ude spec ific hou sing and com mer cial char acte risti cs of this targ et area .	How did your cons ulta tion and citiz en part icipa tion proc ess help you to iden tify this neig hbo rho od as a targ et area ?	Id en tif y th ne ed s in th is ta rg et ar ea .	Wh at are the opp ortu nitie s for imp rove men t in this targ et area ?	Are ther e barr iers to imp rove men t in this targ et area ?
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Table 47 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA

for HOPWA)

The City of Appleton will invest a majority of CDBG funds Citywide due to low and moderate-income population needs existing Citywide. Investing in affordable housing project City-wide will also assist the City in affirmatively furthering fair housing and helping to promote fair housing choice. The City of Appleton will target its CDBG infrastructure and neighborhood activities to census blocks with 51 percent or more of residents at or below 80 percent Area Median Income (AMI) or to facilities that specifically serve LMI clientele.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 48 – Priority Needs Summary

1	Priority Need Name	Affordable Housing- Rehab of Existing Units
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Chronic Substance Abuse Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Other
	Geographic Areas Affected	
	Associated Goals	Acquisition for new housing Homebuyer assistance Improve & maintain housing stock
	Description	This priority need addresses the provision of assistance to low- and moderate-income households (homeowner and renter) and non-profit organizations serving these households to address code violations, modifications for accessibility, removal of lead-based paint hazards, and structural/energy efficiency upgrades.

	Basis for Relative Priority	The majority of homes in the City of Appleton were built prior to 1980 and comprise a large portion of affordable housing units available. Maintenance and upgrades to these homes to ensure that they are able to safely meet residents' needs and that residents can remain in their existing affordable housing is critical. These homes are also located in identified low- and moderate-income areas of the City of Appleton.
2	Priority Need Name	Public Services
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	Public services

	Description	This priority need addresses the provision of a variety of services and programs to low- and moderate-income City of Appleton residents, including the special needs population. These programs are generally focused on supporting limited clientele who are presumed to be LMI. The City of Appleton has a staff position that is expected (not required) to take up much of the yearly public service allocation to assist persons experiencing homelessness and other basic needs crises in accessing resources available in the community to meet their needs.
	Basis for Relative Priority	This priority is drawn from data analysis and consultation with multiple agencies in the community that provide services and programming in the community. (Refer to Needs Assessment section of this Plan)
3	Priority Need Name	Public Facilities
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth Elderly
	Geographic Areas Affected	
	Associated Goals	Neighborhood Revitalization Public facilities improvement
	Description	This priority addresses the need to improve public facilities that will benefit various populations and needs.

	Basis for Relative Priority	This priority is drawn from public feedback regarding interest in public facilities updates and data analysis conducted in the Needs Assessment section of this Plan, illustrating the need for continued maintenance and improvements to various public facilities in the City of Appleton that serve many programs and populations. Public facilities improvements were also highlighted in agency interviews as an important resource to upgrade facilities such as shelters and community centers.
4	Priority Need Name	Affordable Housing- Production of New Units
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	
	Associated Goals	Acquisition for new housing Homebuyer assistance Improve & maintain housing stock Neighborhood Revitalization
	Description	This priority addresses the need for new, affordable homes for low- and moderate-income individuals and families in the City of Appleton through the acquisition of vacant lots- mostly infill- or dilapidated structures to be razed for new construction.
	Basis for Relative Priority	There is a high need for affordable housing and the replacement of aging, dilapidated structures located primarily in low- and moderate-income areas of the City of Appleton.
5	Priority Need Name	Neighborhood Revitalization
	Priority Level	High

	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	Neighborhood Revitalization Public facilities improvement
	Description	This priority addresses the need to improve or incorporate neighborhood revitalization efforts in HUD-identified low- and moderate-income block groups in the City of Appleton. This effort will be largely led by independent neighborhoods with neighborhood groups organizing the projects.
	Basis for Relative Priority	This priority is drawn from public opinion captured in the Community Needs Survey and from data analysis conducted in the Needs Assessment section of this Plan, illustrating the need for continued maintenance and improvement to various neighborhood public spaces in the City of Appleton, including parks and playgrounds.
6	Priority Need Name	Homeless- Permanent Supportive Housing
	Priority Level	High

	Population	Extremely Low Low Moderate Families with Children Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence
	Geographic Areas Affected	
	Associated Goals	
	Description	This priority addresses the need for the rehabilitation and creation of rental units available to individuals and families experiencing homelessness, and in some cases, supportive services.
	Basis for Relative Priority	This priority is drawn from homeless data analysis and consultation with multiple agencies in the community that provide housing and services to the homeless population. (Refer to Needs Assessment section of this Plan)
7	Priority Need Name	Economic Development
	Priority Level	High
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	Economic Development

	Description	This priority will help Appleton in providing financial assistance and technical support to small business owners, entrepreneurs, and workers to ensure economic opportunity is present for all residents of Appleton. Other CBDG eligible economic development strategies will also be supported under this priority.
	Basis for Relative Priority	Business programs in Appleton have been successful and enabling all workers and business owners to have economic opportunities is an important aspect of economic development efforts at the City.

Narrative (Optional)

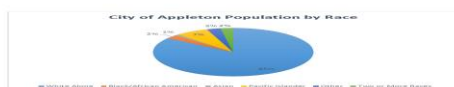
Each of the priority areas listed above are ranked as high priority as Appleton funds activities that align with these priorities on an annual basis. Rehabilitation of housing, public facilities improvements, public service provision, and economic development programs have consistently been carried out under Appleton's CDBG program, both by City employees and non-profit organizations. These programs also see high success rates and high levels of public support, leading to their designation of high priority within the community.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	At this time in Appleton, the rental market is extremely competitive due to a shortage of available units, and landlords are seeking additional security deposits in addition to stringently screening tenants for rental history and arrears. Funds used in this way would help ensure that renters are able to secure assistance and more people can be housed to fight homelessness in Appleton.
TBRA for Non-Homeless Special Needs	Special Needs households generally have fixed incomes or minimum wage employment that do not allow for unanticipated expenses. Due to the increases of cost of living (including cost of food, medical needs, and utilities), more assistance may be necessary. This can include emergency rental assistance to enable people to remain in their homes and prevent homelessness.
New Unit Production	CDBG funds may be allocated to acquire property that will result in the construction of new units, but the construction will not be a direct cost to CDBG. New units are often incorporated into the City of Appleton through the following methods: the Appleton Housing Authority, Greater Fox Cities Habitat for Humanity, private developers building LIHTC projects, and private developers utilizing TIF financing.
Rehabilitation	This has historically been the primary use of CDBG funds in the City of Appleton. The majority of affordable housing in the City of Appleton is pre-1980 and is located in low and moderate-income block groups, so it is integral to maintain this stock through rehabilitation efforts. Rehabilitation to both owner-occupied and renter-occupied units will be supported by CDBG dollars.
Acquisition, including preservation	Because vacant lots found in new subdivisions are priced outside the range viable for partnering agencies seeking to develop new affordable housing, acquisition will be limited to infill lots available in the City of Appleton, and to units that will be razed for new affordable homes.

Table 49 – Influence of Market Conditions



Population Race Graph

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City of Appleton's budget encompasses revenue from federal, state, and private agencies and will be used by many agencies in the community to address the priority needs identified throughout this Plan. The only funds, however, over which the City of Appleton maintains control in reference to this Plan are funds through the CDBG program. Two programs, the City's Housing Rehabilitation Loan Program and the Appleton Housing Authority's Homeowner program both generate program income that is then reinvested into the programs to continue to expand their reach and assist more clientele. The average program income expected on a yearly basis for these programs is about \$250,000. The City's annual allocation has roughly increased by 1 to 3 percent yearly in the past decade, with an assumption that this trend will continue and produce a five-year allocation total of about \$3,030,000 in CDBG Entitlement funds and \$1,250,000 in program income. This is a total estimate of \$4,280,000 in total CDBG funds available to the City and its subrecipient partners during the 2025-2029 Consolidated Plan period.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	575,860	250,000	0	825,860	3,454,140	The Program Income is generated through the City of Appleton's Homeowner Rehabilitation Loan Program and the Appleton Housing Authority's Homeowner Program, however, funds are placed in revolving funds and used exclusively in those programs. All other programs only receive Entitlement funds. Funds are typically allocated for specific projects and activities at the beginning of each program year, so there are not typically any unallocated resources available from prior years.

Table 50 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Appleton will leverage all dollars received through the CDBG program by funding activities that, overall, are only a portion of the valuable services that the awarded agencies provide to low- and moderate-income households throughout the City of Appleton.

There are no matching requirements associated with CDBG funding; however, higher consideration was given to applications that could demonstrate additional sources of funding to leverage projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Appleton does not anticipate any qualified, participating agency to use any publicly owned land or property while addressing the needs identified throughout this Plan.

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Appleton	Government	Ownership neighborhood improvements public facilities	Other
APPLETON HOUSING AUTHORITY	PHA	Ownership Public Housing	

Table 51 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The institutional structure through which the City of Appleton carries out its plans is strong due to framework already in place.

The City is the financial agent for the Continuum of Care (CoC) and Emergency Homeless and Housing (EHH) grants, and an active member, of the Fox Cities Housing Coalition. The Appleton Housing Authority receives a CDBG allocation for its Homebuyer Program and also coordinates with the Health Department to provide services to its senior population. These relationships allow for a high level of interaction resulting in coordination of services between the City and agencies that may be supported by CDBG funding.

While there does not appear to be a gap in the delivery system, the City of Appleton will work continuously to further enhance the coordination of services between non-profit organizations and public institutions. Utilizing CDBG funds during the 2024 program year, the City created a Community Resource Navigator staff position to connect persons experiencing homelessness and other basic needs crises with resources available in the community. This position has been a huge benefit in increasing communications between the City and local organizations that provide resources, and helps to connect people with resources in a quick and efficient way, to ensure that residents in need have access to resources available to them.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X	X	

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement			
Mobile Clinics			
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS			
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation			
Other			

Table 52 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The City of Appleton continues to be an active member of the local Fox Cities Housing Coalition (FCHC), serving as the lead agency and fiscal administrator for Continuum of Care (CoC) and Emergency Homeless and Housing (EHH) grant funding into the community. Community Development Block Grant funds, CoC funds and EHH funds significantly support agencies and their efforts to serve the homeless population in the community, particularly to encourage self-sufficiency exit from homelessness.

The delivery of listed services meets the needs of the homeless persons and additional populations mentioned above through the network of agencies in the City of Appleton. There are several organizations that serve homeless persons specified above, and there is close coordination between agencies. The Fox Cities Housing Coalition (FCHC) consists of several local service provider organizations that serve homeless populations with housing and supportive services. Agencies funded through CoC and EHH funding [as referenced above] maintain a coordinated entry list of homeless households in the Fox Cities, which allows agencies to coordinate services and work towards a functional zero.

City of Appleton also has two positions that regularly conduct outreach to the homeless population in Appleton to get them into the Coordinated Entry system for placement in homeless resource programs. The Coordinated Entry (CE) Specialist is responsible for the intake of residents experiencing homelessness and regularly monitors and reports data to local homeless service organizations and other organizations serving resources. The Community Resource Navigator (CRN) is responsible for direct outreach to populations experiencing homelessness and assists the CE Specialist to get people into the CE system. The CRN is also responsible for responding to low-level complaints related to homelessness and other basic needs crises and connecting any person experiencing a basic needs crisis with relevant local resources.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The Fox Cities Housing Coalition (FCHC), of which the City of Appleton is a member agency, is designed to promote communitywide commitment to the goal of ending homelessness; provide programming and housing for underserved and homeless individuals and families; promote access to and effect utilization of mainstream programs; and optimize self-sufficiency among underserved and homeless individuals and families, including the special need population. The FCHC provides a strong framework within which these services are provided. Member agencies are extremely familiar with services provided by each, and staff of these member agencies use their extensive knowledge to ensure clients have access to needed services.

In early 2016, the Fox Cities Housing Coalition implemented a coordinated entry system that helps communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. The coordinated entry system also provides information about service needs and gaps to help the Fox Cities and the City of Appleton plan assistance and identify needed resources. The local coordinated entry system is intended to increase and streamline access to housing and services for households experiencing homelessness, match appropriate levels of housing and services based on need, and prioritize persons with severe service needs for the most intensive interventions. It is the intention of the system to allow for a quick, seamless entry into homeless services, referrals to the most appropriate resources for each household's situation, prevention of duplication of services, reduction of the length of time households are experiencing homelessness, and communication improvement among agencies. The CE system functions well and has been improved through regular communication and monthly meetings between Appleton's CE Specialist and the various organizations that provide services under the CE system. Additionally, the CE Specialist presents data on homelessness and the number and characteristics of individuals/households on the CE list at the monthly FCHC meetings. This presentation helps to ensure that all local organizations involved in Coordinated Entry or the provision of other, non-housing social services have an awareness of the condition of homelessness in Appleton.

Overall, all organizations in the Fox Cities Housing Coalition have focused on improving connections between agencies and increasing referrals to the proper service when they cannot serve a client for any reason. In addition, other types of organizations, such as faith-institutions have become more involved in the FCHC and have been able to offer additional resources and in-kind services that agencies may not have the capacity to staff or fund on their own. The increased involvement of faith-institutions and increase in the size of the FCHC membership has been critical to expand the reach of the FCHC and improve the opportunity to serve all residents in need. Other focuses of the FCHC at this time include website development to provide a centralized source of various community resources and services, and to provide residents with greater connections to the CE system. Connections to mental health agencies was a major area of concern in interviews with service providers. Many organizations have clients with mental health and substance abuse issues that they cannot treat onsite, but the availability of these resources is critical to the success of the clientele. Strengthening these connections and increasing the number of mental health service providers available in Appleton was a major priority area for multiple non-profit community organizations interviewed during the development of this plan.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The continued development of the coordinated entry process and assessment tools will be an important strategy for overcoming gaps in the City of Appleton's service delivery system. Continued City of Appleton staff involvement with the Fox Cities Housing Coalition and collaboration with various service agencies throughout the community will also aid in addressing any gaps that may develop.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve & maintain housing stock	2025	2029	Affordable Housing Non-Homeless Special Needs		Affordable Housing- Production of New Units Affordable Housing- Rehab of Existing Units	CDBG: \$1,050,000	Rental units rehabilitated: 15 Household Housing Unit Homeowner Housing Rehabilitated: 155 Household Housing Unit
2	Homebuyer assistance	2025	2029	Affordable Housing		Affordable Housing- Production of New Units Affordable Housing- Rehab of Existing Units	CDBG: \$70,000	Direct Financial Assistance to Homebuyers: 30 Households Assisted
3	Acquisition for new housing	2025	2029	Affordable Housing		Affordable Housing- Production of New Units Affordable Housing- Rehab of Existing Units	CDBG: \$250,000	Homeowner Housing Added: 5 Household Housing Unit
4	Public facilities improvement	2025	2029	Non-Housing Community Development		Neighborhood Revitalization Public Facilities	CDBG: \$390,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Neighborhood Revitalization	2025	2029	Non-Housing Community Development		Affordable Housing- Production of New Units Neighborhood Revitalization Public Facilities	CDBG: \$82,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted
6	Public services	2025	2029	Homeless Non-Homeless Special Needs		Public Services	CDBG: \$488,000	Public service activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted
7	Administration	2025	2029	Administration			CDBG: \$545,000	Other: 1 Other
8	Economic Development	2025	2029	Non-Housing Community Development		Economic Development	CDBG: \$95,000	Jobs created/retained: 25 Jobs Businesses assisted: 35 Businesses Assisted

Table 53 – Goals Summary

Goal Descriptions

1	Goal Name	Improve & maintain housing stock
	Goal Description	This goal is to rehabilitate 170 units (155 owner-occupied, 15 renter-occupied) by providing no-interest loans or grants to low- and moderate-income homeowners, and rehabilitation assistance grants to special needs homeowners (including elderly or disabled) between 2025-2029.

2	Goal Name	Homebuyer assistance
	Goal Description	This goal includes providing 30 first-time, low- and moderate-income homebuyers with down payment assistance.
3	Goal Name	Acquisition for new housing
	Goal Description	This goal is to acquire 5 vacant lots or lots with dilapidated structures to develop new housing for low- and moderate-income households.
4	Goal Name	Public facilities improvement
	Goal Description	This goal includes assisting community-based organizations to improve and maintain facilities that will provide services to at least 1,300 persons (total).
5	Goal Name	Neighborhood Revitalization
	Goal Description	This goal is to provide assistance to organizations and programs to conduct activities that will strengthen and revitalize low- and moderate-income neighborhoods, benefiting at least 2,500 persons (total).
6	Goal Name	Public services
	Goal Description	This goal is to provide increased access to public services and coordinated entry services for 500 homeless or low- and moderate-income persons each year, for a total of 2,500 persons assisted in 5 years.
7	Goal Name	Administration
	Goal Description	This goal includes delivery and management of the CDBG program by City of Appleton staff.
8	Goal Name	Economic Development
	Goal Description	Providing financial support and technical assistance to small businesses and owners and workers in the City of Appleton to ensure all residents have access to economic opportunities.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The City of Appleton will provide approximately 190 households with affordable housing assistance (home owner rehabilitation and acquisition projects) during the 2025-2029 Consolidated Plan period.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

The Appleton Housing Authority is not under a Section 504 Voluntary Compliance Agreement.

Activities to Increase Resident Involvements

By supporting the Appleton Housing Authority's Homebuyer Program, public housing residents have the opportunity to learn about homeownership through homebuyer education classes. Completing these classes initiates the process of becoming a first-time homebuyer and receiving financial assistance for down payments or needed repairs on their newly purchased home.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the 'troubled' designation

N/A

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The City of Appleton, through a collaboration with the Metropolitan Milwaukee Fair Housing Council (MMFHC), updated the AI report in 2020. City staff are currently working on a data update to reevaluate the progress of the goals and recommendations identified in the previous update and adjust strategies as needed. The AI report identifies barriers to equal housing access based on quantitative data contained in various sections of the report and based on qualitative information gleaned from community input.

- 1) Private-market housing discrimination;
- 2) Affordable housing location;
- 3) Lack of affordable, accessible housing;
- 4) Private-market refusal to permit reasonable accommodations/modifications;
- 5) Lending discrimination and disparities; and
- 6) Critical shortage of affordable rental housing and limited housing assistance.

Previously, developers, builders, and realtors have expressed the following issues regarding the effects of public policies on affordable housing:

- Development standards, including infrastructure and storm water management, of new subdivisions drive up the costs of the lots making it difficult for developers to build truly affordable housing units;
- Current TID regulations limit how much and what can be done with residential development;
- Lot size requirements and building codes affect the cost of developing, maintaining, and improving affordable housing in the City of Appleton. In most instances of maintaining and renovating, the costs associated with bringing the home into code compliance ultimately make the home unaffordable.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

City staff are in the process of updating the 2020 Analysis of Impediments to Fair Housing report to account for recent development and changes in the housing market that may impact supply and data related to availability of housing at different income levels. However, recommendations from the 2020 AI report are expected to remain relevant going forward. The 2020 Analysis of Impediments *Fair Housing Goals and Strategies* section identifies goals and strategies designed to redress impediments to fair housing. Each goal has a number of strategies to make progress toward the goal. Each strategy contains a timeframe for action, a measure of achievement, and the entity at each municipality that is responsible for implementing the strategies. The City of Appleton's primary strategies to address barriers to affordable housing include [in no order of priority]:

Goal 1: Continue efforts to ensure adequate supply of housing, affordable to all income levels in the community:

Strategy 1- Monitor the balance between household incomes and for-sale housing or market rents to identify trends that may impact affordability;

Strategy 2- Support a variety of housing programs to defray the costs of rental housing or homeownership, marrying financial tools such as historic preservation, DNR grants, and opportunity zones;

Strategy 3- Support and partner with programs that provide assistance to homeless persons in the community;

Strategy 4- Support the City's Homeowner Rehabilitation Loan Program to provide funding for home improvements for lower-income households;

Strategy 5- Support housing programs of housing non-governmental organizations;

Strategy 6- Continue to participate in the Fox Cities Housing Coalition

Strategy 7- Promote and support private sector investment in affordable housing through TIF financing, LITC projects, and other state/federal financial resources;

Strategy 8- Considering utilizing Central Business District (CBD) zoning in other areas of the City to promote denser in-fill and housing development.

Goal 2: Increasing fair housing choice and decreasing housing discrimination:

Strategy 1- Continue providing fair housing services;

Strategy 2- Offer and promote fair housing training for City of Appleton landlords and housing/service providers;

Strategy 3- Advocate for additional federal and state funding for fair housing services.

Goal 3: Continuing funding the City of Appleton's Neighborhood Program to encourage the establishment and support of neighborhood organizations:

Strategy 1- Provide assistance to help form neighborhood organizations that will work with City staff and elected officials to promote neighborhood vitality and encourage neighbors to watch out for each other;

Strategy 2- Continue to offer funding through the Neighborhood Grant Program to help carry out neighborhood improvement projects and encourage neighbors to connect;

Strategy 3- Provide diversity education to neighborhood groups to ensure that organizing efforts are inclusive and create a welcoming environment for all.

Goal 4: Increasing access to consumer education in a culturally appropriate context:

Strategy 1- Support existing credit counseling and financial education;

Strategy 2- Connect housing consumers with existing local educational resources;

Strategy 3- Connect housing consumers with existing local job skills resources.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Appleton is an active member of the Fox Cities Housing Coalition (FCHC) to address the needs of homeless persons and participate in the resources and services available within the community. The City has two staff positions primarily tasked with addressing homelessness and conducting outreach to homeless persons. The Community Resource Navigator is directly responsible for outreach to persons experiencing basic needs crises and entering persons into the Coordinated Entry (CE) system, which allows them to access the various homelessness services in the community and is used by the services agencies to pull clients for assistance. Additionally, Appleton's Coordinated Entry Specialist is responsible for both intake onto the CE list and data reporting, monitoring of the list, and coordination with supportive services agencies in the community.

The use of CDBG funds to support public service activities proposed by member agencies of the FCHC allow their programs to assess and serve individuals and families experiencing homelessness. Continued participation of City of Appleton staff in the FCHC, and further the Wisconsin Balance of State Continuum of Care, will allow the City to determine if needs are being met and if there are changes that need to be addressed.

The City of Appleton also serves as the lead agency and fiscal administrator for Continuum of Care (CoC) grant funding and Emergency Homeless and Housing (EHH) grant funding disbursed into the community. This role allows the City to maintain an active role in determining the needs of households experiencing homelessness, and whether funds are being used effectively to provide housing and programming to that cause.

The City of Appleton coordinates efforts with the Fox Cities Housing Coalition to conduct the semiannual Point in Time Counts. The Point in Time Counts allow participant agencies to assess the level of homelessness needs in the community, as well as provide referral services and resources to persons experiencing homelessness.

Addressing the emergency and transitional housing needs of homeless persons

The City of Appleton will continue to support public service, housing and public facility improvement activities proposed by community agencies that address the emergency and transitional housing needs of individuals and families experiencing homelessness. Public facility improvements have allowed the homeless shelter in Appleton to pursue upgrades to its security system and fire suppression system to ensure that the shelters can remain open and operable to serve persons seeking emergency shelter. Additionally, City staff works to support the needs of local organizations via the Coordinated Entry Specialist and Community Resource Navigator roles in the City of Appleton.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The City of Appleton will utilize CDBG funds to connect with persons experiencing homelessness and connect them with resources in an efficient manner to ensure that any person needing assistance is aware of the resources available to them in the City. The City is also willing to support public facilities for homeless persons to ensure that emergency shelters and transitional housing locations are safe and operable, and that the needs of residents and community organizations are being met. The City of Appleton will continue to play an active role in ending homelessness in the Fox Cities.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Community Development Block Grant funding will be allocated to community agencies that propose activities that divert and prevent low and moderate-income individuals and families from experiencing homelessness. The City of Appleton's role as the lead and fiscal administrator for Continuum of Care (CoC) funding and Emergency Homeless and Housing (EHH) grant funding will positively impact the opportunities that community agencies have to provide housing and programming to at-risk households and individuals exiting system of care. Additionally, participation in this role allows for City staff to monitor the conditions of homelessness and the available resources and services to address homelessness in the City and have a greater understanding of what additional resources may be needed in the community.

The incorporation of a coordinated entry system has created a uniform intake process and reduced duplication of efforts for the Fox Cities Housing Coalition (FCHC). Further and most importantly, the coordinated entry system simplifies the intake process for individuals and families seeking housing and services and efficiently directs households to the agency(ies) that will best meet their needs. The CE system has also furthered cooperation efforts between City staff and local agencies, and increased data monitoring and collaborative review of the CE list helps all agencies and the City to better address the needs of clients at the top of the list.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City of Appleton continues to allocate CDBG funds each program year supporting its Homeowner Rehabilitation Loan Program, which provides low- and moderate-income homeowners with the financial ability to make repairs to their homes. A requirement for participation in this program is that items not meeting code and all applicable lead paint hazards be rehabilitated as part of the loan funding.

The City also continues to support the Appleton Housing Authority's Homebuyer Program, which can include rehabilitation. Lead hazards are identified and remediated during the rehabilitation process.

In addition, the City of Appleton Health Department and the City's Homeowner Rehabilitation Loan Program work collaboratively to identify homes where young children may be adversely affected in the dangers of lead-based paint. Lead based paint remediation and education are priorities in this collaboration.

How are the actions listed above related to the extent of lead poisoning and hazards?

Lead poisoning in children is one of the most common preventable environmental related diseases. According to an EPA report from 1991, 83 percent of all private housing built before 1980 contains lead paint in some portion of the house, and the City of Appleton is not immune to this problem. As a result, the City of Appleton's Health Department administers a Lead Poisoning Prevention Program, which aims to provide increased outreach and education efforts and visits to households with children younger than seven. Through this program, Health Department staff is able to identify those at higher risk of exposure to lead poisoning and hazards, and through partnerships with the Homeowner Rehabilitation Loan Program, the Appleton Housing Authority, and other housing agencies in the community, the City of Appleton is more capable of identifying, rehabilitating, and remediating lead hazards.

How are the actions listed above integrated into housing policies and procedures?

The City of Appleton's Homeowner Rehabilitation Loan Program, the Appleton Housing Authority's Homebuyer Program, and any other housing activities to which CDBG funds are allocated incorporate lead hazard remediation procedures and practices into their programs, as required by federal law. The partnership between the City of Appleton Health Department's lead poisoning prevention programs and various community housing program continues to evolve and expand to minimize lead hazard exposure to all households, but predominantly those of highest risk.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

To reduce the number of poverty-level families in the City of Appleton, the CDBG program anticipates funding programs and activities that:

- Increase the ability of low and moderate-income homeowners to stay in their homes and increase the value by financing necessary home repairs through no-interest, zero-payment loans;
- Support acquisition of properties that will support new home construction for low and moderate-income households;
- Prioritize rehabilitation projects for homeowners with special needs, such as disabled and elderly households, allowing them to remain independent in their affordable home;
- Incorporate additional affordable rental housing units;
- Provide first-time homebuyers with down payment assistance;
- Provide financial counseling and education;
- Provide job training and support economic development efforts for job creation or retention;
- Improve or expand public facilities that support services for the community's special needs population, including those struggling with mental illness and substance abuse.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The City of Appleton has primarily used CDBG funding over the past five years to support affordable housing activities for homeowners, renters, and first-time homebuyers. The City will continue to support programs that provide funding to the low and moderate-income population specifically for housing needs, and will seek to support agencies that propose to provide affordable housing in areas identified as 'high need' and 'unmet'- small one and two-bedroom affordable units.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

City of Appleton staff has several formal processes in place to ensure compliance with CDBG program requirements.

- 1) **Mandatory Pre-Application Training:** Prior to the onset of the annual community partner competitive application process, interested agencies are required to participate in pre-application training that educates on regulatory requirements, local discretion, and subrecipient management. Agencies will only receive the CDBG application if staff from their organization completes the training and submits the required quiz upon completion.
- 2) **Competitive Application for Funding:** The application process to receive CDBG funding includes thorough examination and review of the proposed activities by City staff, the CDBG Advisory Board, the Community Development Committee, and City Council. The extensive review by various groups ensures the eligibility of activities and the appropriateness of funding the project to meet priority goals.
- 3) **Pre-Agreement Technical Assistance:** City of Appleton staff provides a thorough review of the subrecipient agreements prior to implementation, including but not limited to: regulatory requirements, grantee requirements, subrecipient requirements, budget requirements, and reporting requirements.
- 4) **Payment Request Documentation:** Subrecipients are required to submit the appropriate supporting documentation with requests for reimbursement; payment will be withheld for failure to adequately comply. City of Appleton staff utilize a checklist when processing every payment request to ensure that both HUD's and the City of Appleton's standards are met.
- 5) **Accomplishment Reporting:** Subrecipients are required to submit accomplishment reports coupled with requests for reimbursement. Failure to provide accomplishments achieved for the period of time requesting reimbursement will result in a withheld payment.
- 6) **Subrecipient Monitoring:** City of Appleton staff conducts a risk assessment for each awarded subrecipient agency. In addition to the risk level, staff closely monitors accomplishment reports and payment request documentation to determine the necessity of monitoring. City of Appleton staff utilize on-site and desk monitorings to satisfy this requirement.

In addition, there are many informal technical assistance opportunities available with City of Appleton staff throughout the application process and CDBG program year.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Appleton's budget encompasses revenue from federal, state, and private agencies and will be used by many agencies in the community to address the priority needs identified throughout this Plan. The only funds, however, over which the City of Appleton maintains control in reference to this Plan are funds through the CDBG program. Two programs, the City's Housing Rehabilitation Loan Program and the Appleton Housing Authority's Homeowner program both generate program income that is then reinvested into the programs to continue to expand their reach and assist more clientele. The average program income expected on a yearly basis for these programs is about \$250,000. The City's annual allocation has roughly increased by 1 to 3 percent yearly in the past decade, with an assumption that this trend will continue and produce a five-year allocation total of about \$3,030,000 in CDBG Entitlement funds and \$1,250,000 in program income. This is a total estimate of

\$4,280,000 in total CDBG funds available to the City and its subrecipient partners during the 2025-2029 Consolidated Plan period.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	575,860.00	250,000.00	0.00	825,860.00	3,454,140.00	The Program Income is generated through the City of Appleton's Homeowner Rehabilitation Loan Program and the Appleton Housing Authority's Homeowner Program, however, funds are placed in revolving funds and used exclusively in those programs. All other programs only receive Entitlement funds. Funds are typically allocated for specific projects and activities at the beginning of each program year, so there are not typically any unallocated resources available from prior years.

Table 54 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Appleton will leverage all dollars received through the CDBG program by funding activities that, overall, are only a portion of the

valuable services that the awarded agencies provide to low- and moderate-income households throughout the City of Appleton.

There are no matching requirements associated with CDBG funding; however, higher consideration was given to applications that could demonstrate additional sources of funding to leverage projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Appleton does not anticipate any qualified, participating agency to use any publicly owned land or property while addressing the needs identified throughout this Plan.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve & maintain housing stock	2020	2024	Affordable Housing Non-Homeless Special Needs		Affordable Housing- Rehab of Existing Units	CDBG: \$243,500.00	Homeowner Housing Rehabilitated: 28 Household Housing Unit
2	Homebuyer assistance	2020	2024	Affordable Housing		Affordable Housing- Rehab of Existing Units	CDBG: \$10,000.00	Direct Financial Assistance to Homebuyers: 5 Households Assisted
3	Public facilities improvement	2020	2024	Non-Housing Community Development		Public Facilities	CDBG: \$76,500.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted
4	Public services	2020	2024	Homeless Non-Homeless Special Needs		Public Services	CDBG: \$88,232.00	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
5	Administration	2020	2024	Administration			CDBG: \$75,000.00	Other: 1 Other

Table 55 – Goals Summary

Goal Descriptions

1	Goal Name	Improve & maintain housing stock
	Goal Description	CDBG funds will be used to assist homeowners through the City of Appleton's Housing Rehabilitation Loan Program, Rebuilding Together Fox Valley's homeowner rehabilitation grant program, and the Appleton Housing Authority's rehabilitation program for first-time homebuyers. Each of these programs will enable homeowners to retain their housing and remain a house that is affordable to them, and ensure that homes in Appleton are maintained and upkept according to City code.
2	Goal Name	Homebuyer assistance
	Goal Description	Homebuyer assistance will be provided by the Appleton Housing Authority to eligible first-time homebuyers. This program will support buyers through downpayment assistance.
3	Goal Name	Public facilities improvement
	Goal Description	The City of Appleton will provide assistance to Pillars, Inc. to update the flooring at the Adult Shelter to ensure that persons experiencing homelessness have a safe place and Pillars can maintain a clean and healthy space at their shelter facility. Funds for Appleton's Neighborhood grant program may also help support public facility improvements, especially if the project (not yet identified, eligible project will be submitted by a neighborhood group) is focused on public facilities improvements.
4	Goal Name	Public services
	Goal Description	City of Appleton will support the Community Resource Navigator staff position to connect persons experiencing homelessness and other basic needs crises with resources in the community in an efficient and effective manner.
5	Goal Name	Administration
	Goal Description	CDBG Administration dollars support staff responsible for CDBG payment processing, CDBG planning, yearly allocation process, housing rehabilitation administration, and other administrative activities related to CDBG projects.

Projects

AP-35 Projects – 91.220(d)

Introduction

During the CDBG competitive application process, the City of Appleton prioritized needs and strategically allocated funding to achieve the most community impact. The proposed use of CDBG-allocated funds in the 2025PY will focus on activities that:

- Improve and maintain current housing stock
- Create accessibility to homeownership for first-time homebuyers
- Provide shelter and services to persons impacted by homelessness
- Revitalize public facilities
- Fund costs associated with administering various programs and activities

Projects

#	Project Name
1	Pillars Adult Shelter Flooring Replacement
2	First Five Fox Valley Door Accessibility Upgrade
3	Habitat for Humanity Housing Acquisition
4	Rebuilding Together Fox Valley Rehabilitation
5	Appleton Housing Rehabilitation Loan Program
6	Community Resource Navigator Staff Position
7	Appleton Neighborhood Grant Program 2025
8	Appleton Housing Authority Homebuyer Assistance
9	Appleton Housing Authority Homeowner Rehab Assistance
10	AHA Homebuyer and Homeowner Program Administration
11	MMFHC Fair Housing Services
12	CDBG Administration 2025

Table 56 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved

needs

The City of Appleton CDBG Advisory Board determined that allocation priority would go towards funding homeowner rehabilitation programs and public facility improvements to a homeless shelter and family resource center. All activities funded support the City of Appleton's CDBG program goal of "creating a thriving urban community through the provision of assistance to low- and moderate-income households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial, and social stability."

AP-38 Project Summary
Project Summary Information

1	Project Name	Pillars Adult Shelter Flooring Replacement
	Target Area	
	Goals Supported	Public facilities improvement
	Needs Addressed	Public Facilities
	Funding	CDBG: \$33,852.00
	Description	Replacement of flooring at Pillars Adult Shelter location.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 300 extremely low and very low income persons will be served on a yearly basis at the Pillars Adult Shelter.
	Location Description	1928 W College Ave, Appleton, WI 54914
	Planned Activities	Pillars will be using the funds to replace the existing flooring at the Pillars Adult Shelter. The Adult Shelter provides basic shelter overnight to around 300 individuals on a yearly basis.
2	Project Name	First Five Fox Valley Door Accessibility Upgrade
	Target Area	
	Goals Supported	Public facilities improvement
	Needs Addressed	Public Facilities
	Funding	CDBG: \$23,186.00
	Description	Upgrade to First Five Fox Valley's new Family Resource Center location at the current Trout Museum of Art.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	3,500 families from a variety of backgrounds including low-and moderate-income families. This area is covered by the LMI area benefit.
	Location Description	111 W College Ave, Appleton, WI 54911
	Planned Activities	The main goal of this project is to replace or add a total number of four automatic doors on level one and two doors on level two. This will help make the building accessible to all residents that seek resources at the Family Resource Center.
3	Project Name	Habitat for Humanity Housing Acquisition
	Target Area	

	Goals Supported	Improve & maintain housing stock
	Needs Addressed	Affordable Housing- Rehab of Existing Units Affordable Housing- Production of New Units
	Funding	CDBG: \$46,373.00
	Description	Support acquisition of one property by Habitat for Humanity for a home to be purchased by a low- or moderate-income resident for homeownership.
	Target Date	3/31/2027
	Estimate the number and type of families that will benefit from the proposed activities	One household is expected to benefit from Habitat's acquisition of a property to be made available at an affordable rate to a low- or moderate-income family.
	Location Description	
	Planned Activities	Acquisition of a vacant or dilapidated lot to provide an affordable homeownership opportunity to one household.
4	Project Name	Rebuilding Together Fox Valley Rehabilitation
	Target Area	
	Goals Supported	
	Needs Addressed	Affordable Housing- Rehab of Existing Units
	Funding	CDBG: \$31,070.00
	Description	Rehabilitation grants to low- and moderate-income homeowners, especially elderly and disabled residents.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	5 low- and moderate-income households to be served by homeowner rehabilitation grants
	Location Description	
	Planned Activities	5 households to benefit from homeowner rehabilitation grants to low- and moderate-income households in Appleton to ensure that homeowners can retain their safe, healthy, and affordable housing.
5	Project Name	Appleton Housing Rehabilitation Loan Program
	Target Area	
	Goals Supported	Improve & maintain housing stock

	Needs Addressed	Affordable Housing- Rehab of Existing Units
	Funding	CDBG: \$200,000.00
	Description	Provide no-interest loans to low- and moderate-income homeowners.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	15 households to be assisted through the provision of zero-interest homeowner rehabilitation loans repaid upon refinancing or sale of the home.
	Location Description	
	Planned Activities	Zero-interest loans will be provided to qualified homeowners to conduct eligible rehabilitation activities to ensure that they can retain their safe, healthy, and affordable existing housing.
6	Project Name	Community Resource Navigator Staff Position
	Target Area	
	Goals Supported	Public services
	Needs Addressed	Public Services
	Funding	CDBG: \$86,379.00
	Description	Community Resource Navigator staff position to assist persons experiencing homelessness and other basic needs crises to connect them with resources available in the community.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 low- and moderate-income households are expected to receive services from Appleton's Community Resource Navigator position.
	Location Description	
	Planned Activities	Appleton's Community Resource Navigator position serves as a connector to ensure that persons experiencing homelessness are connected with all eligible resources in the community and that persons are aware of the benefits that may be available to them. The Community Resource Navigator position is a public services activity to connect residents to the various resources available in Appleton.
7	Project Name	Appleton Neighborhood Grant Program 2025
	Target Area	

	Goals Supported	Public facilities improvement
	Needs Addressed	Public Facilities Neighborhood Revitalization
	Funding	CDBG: \$40,000.00
	Description	Funds to support neighborhood efforts to improve public facilities or other CDBG eligible activities in low-and moderate-income qualified neighborhoods in the City of Appleton.
	Target Date	3/31/2027
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 persons per year are expected to be served by a neighborhood project. Funds will only be committed in areas that meet requirements for low-moderate income area benefit.
	Location Description	
	Planned Activities	
8	Project Name	Appleton Housing Authority Homebuyer Assistance
	Target Area	
	Goals Supported	Homebuyer assistance
	Needs Addressed	Affordable Housing- Production of New Units
	Funding	CDBG: \$10,000.00
	Description	Homebuyer downpayment and closing cost assistance.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5 low and moderate income families are expected to benefit from AHA's homebuyer assistance program.
	Location Description	
	Planned Activities	Provide down payment assistance and closing cost assistance to eligible low-and moderate-income homebuyers.
9	Project Name	Appleton Housing Authority Homeowner Rehab Assistance
	Target Area	
	Goals Supported	Improve & maintain housing stock
	Needs Addressed	Affordable Housing- Rehab of Existing Units
	Funding	CDBG: \$10,000.00

	Description	Homeowner rehabilitation for first-time homebuyers assisted through the AHA's homebuyer assistance program, for housing that requires rehabilitation assistance.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Provide rehabilitation assistance to approximately 5 families that are purchasing homes with assistance from AHA's downpayment assistance program.
	Location Description	
	Planned Activities	Provide rehabilitation activity to homebuyers who are purchasing homes with assistance from AHA's downpayment assistance program. Homes may need renovations to bring them up to code or remove barriers.
10	Project Name	AHA Homebuyer and Homeowner Program Administration
	Target Area	
	Goals Supported	Improve & maintain housing stock Homebuyer assistance
	Needs Addressed	Affordable Housing- Rehab of Existing Units Affordable Housing- Production of New Units
	Funding	CDBG: \$5,000.00
	Description	Administration of AHA homebuyer assistance and homeowner rehab programs
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
11	Project Name	MMFHC Fair Housing Services
	Target Area	
	Goals Supported	Administration
	Needs Addressed	
	Funding	CDBG: \$25,000.00

	Description	Provision of fair housing services to Appleton residents, provision of education on fair housing laws to property owners and managers, and investigations into complaints about fair housing issues experienced on the private housing market
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
12	Project Name	CDBG Administration 2025
	Target Area	
	Goals Supported	Administration
	Needs Addressed	
	Funding	CDBG: \$65,000.00
	Description	CDBG administration support
	Target Date	3/31/2027
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Appleton will not have a designated geographic area within the jurisdiction where funds are allocated. However, activities benefitting persons, facilities, or housing within the census block groups that HUD has designated as meeting the 51 percent low and moderate-income threshold will be given priority.

Geographic Distribution

Target Area	Percentage of Funds

Table 57 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Appleton will not have a designated geographic area within the jurisdiction where funds are allocated. However, activities benefitting persons, facilities, or housing within the census block groups that HUD has designated as meeting the 51 percent low and moderate-income threshold will be given priority.

Discussion

The City of Appleton will not have a designated geographic area within the jurisdiction where funds are allocated. However, activities benefitting persons, facilities, or housing within the census block groups that HUD has designated as meeting the 51 percent low and moderate-income threshold will be given priority.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Appleton invests federal funding in the development of rental and homeownership units, and the rehabilitation and repair of existing renter and owner-occupied units. This section shows specific goals for the number of homeless, non-homeless, and special needs households that will be provided affordable housing during the 2020 program year. Also shown are the number of affordable housing units that will receive CDBG funding. Programs that will provide these units through the CDBG program are: the City of Appleton's Homeowner Rehabilitation Loan Program, the Appleton Housing Authority, the Greater Fox Cities Habitat for Humanity, and Rebuilding Together Fox Valley.

One Year Goals for the Number of Households to be Supported	
Homeless	500
Non-Homeless	29
Special-Needs	0
Total	529

Table 58 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	28
Acquisition of Existing Units	1
Total	29

Table 59 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The Appleton Housing Authority's mission is *"to provide decent, safe, and quality housing for individuals and families that need rent affordability along with opportunities and programming for participant desiring to become self-sufficient."* The City of Appleton will provide funding to support the Appleton Housing Authority's Homebuyer Program, which provides assistance for downpayments and needed repairs or upgrades for the home that are purchased by first-time homebuyers.

Actions planned during the next year to address the needs to public housing

While the City of Appleton does not provide CDBG funding to the Appleton Housing Authority in support of its public housing program, CDBG funds are allocated in support of the Appleton Housing Authority's Homebuyer Program, which includes downpayment assistance and rehabilitation financial assistance for first-time homebuyers.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

By supporting the Appleton Housing Authority's Homebuyer Program, public housing residents have the opportunity to learn about homeownership through homebuyer education classes. Completing these classes initiates the process of becoming a first-time homebuyer and receiving financial assistance for downpayments or needed repairs on their newly-purchase home.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Appleton Housing Authority is not designated as troubled.

Discussion

Overall, the Housing Authority is provided CDBG funding to support its First-Time Homebuyer Program only. The program is an acquisition/rehabilitation program that promotes affordable housing and financial assistance to low and moderate-income households, while revitalizing neighborhoods.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Appleton allocated 2025PY funding to the City's Community Resource Navigator staff position which connects persons experiencing homelessness and other basic needs crises with resources available in the community.

The definition of the Special Needs population in the City of Appleton was derived after consulting with several nonprofit, supportive service-providing agencies in the Appleton area. The most prevalent, but certainly not exclusive, characteristics of the population were:

- Persons affected by mental health issues;
- Persons affected by substance abuse issues; and
- Elderly persons in need of supportive services for health and housing issues

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Appleton continues to be an active member of the Fox Cities Housing Coalition (FCHC), the local continuum of care, serving as the lead agency and fiscal administrator for HUD Continuum of Care (CoC) and State of Wisconsin Emergency Housing and Homeless (EHH) grant funding into the community. While 2020 program year CDBG funding will only be supporting public facility improvements to Pillars Adult & Family Shelter, CoC and EHH funds significantly support other agencies in the City of Appleton and their efforts to serve the homeless population.

Specifically, through EHH funds, Pillar's Adult and Family Shelter- a local emergency shelter for individuals and families- provides a street outreach program, which entails staff physically seeking out and connecting with unsheltered persons in the community. This program allows connections to be made, services to be offered, and relationships to be developed on the terms of the individual or family experiencing homelessness.

During the July 2025 Point in Time count, the Fox Cities- including the City of Appleton- identified 148 unsheltered persons experiencing homelessness. The City of Appleton and the community will continue to strive to serve these individuals, and others as necessary, by continuing to reach out, engage, and

connect them to available resources in the community.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Appleton Housing Authority, Salvation Army of the Fox Cities, and Pillars collaborate to provide transitional housing options and supportive services through a Tenant-Based Rental Assistance (TBRA) program. This program serves approximately 40 households annually.

Pillars and Harbor House Domestic Abuse Shelter continue to collaborate and provide six transitional housing beds, as well as supportive services, specifically for survivors of domestic abuse who are transitioning out of shelter. On average, eight households are served annually through this initiative.

Ascend, a Pillars initiative in collaboration with NAMI Fox Valley, serves young adults (aged 18-24) living with a mental health challenge, who are trying to navigate their transition from adolescence to an adulthood of self-sufficiency and stability. Through this collaboration, 12 transitional units are available in a group living setting supported by case management and life skills.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Appleton will continue to use CDBG funds to connect persons experiencing homelessness in the City with resources available to them through various non-profit organizations in the area. These organizations include:

LEAVEN, Inc., who offers an Emergency Assistance Program which provides rental and utility assistance to families and individual on the brink of homelessness.

Salvation Army of the Fox Cities, through the prevention program Pathway of Hope, provides rental and

utility assistance to families and individuals currently experiencing housing instability.

Pillars, Inc, who offers a prevention program to households residing on the local Coordinated Entry prioritization lists, specifically in the form of rental and utility assistance.

The City of Appleton also awarded 2025 program year funding to agencies- including the City of Appleton's Homeowner Rehabilitation Loan Program, the Appleton Housing Authority, Rebuilding Together Fox Valley, and Habitat for Humanity - proposing rehabilitative housing activities to maintain affordable housing units and educational skill building as an effort to provide additional affordable housing option and prevent instability or homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City has allocated funds to the Community Resource Navigator position to support low and moderate-income households in an effort to prevent homelessness and connect residents with resources available in the community. Organizations that may serve these clients identified by the Community Resource Navigator include LEAVEN, Inc., Salvation Army and Pillars, Inc., which all have homelessness prevention programming to stop homelessness before it starts.

Rebuilding Together Fox Valley's core mission is to improve the homes and lives of low-income homeowners, allowing them to remain safe and healthy in their home. Not only are the homeowners able to age in place, but they are able to sustain affordable housing.

The Greater Fox Cities Habitat for Humanity's Almost Home program offers affordable rental units to qualified families while they actively work toward homeownership. Families that participate in the Almost Home receive case management to help them achieve their educational, vocational, and financial goals, and ultimately transfer on to the homeownership program.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Appleton is in the process of updating the Analysis of Impediments to Fair Housing Choice report. The 2020 AI report, completed in collaboration with the Metropolitan Milwaukee Fair Housing Council (MMFHC), identified barriers to equal housing access based on quantitative data contained in various sections of the report, and based on qualitative information gleaned from community input. The impediments identified [below] are not listed in order of priority.

1. Private-market housing discrimination;
2. Affordable housing location;
3. Lack of affordable, accessible housing;
4. Private-market refusal to permit reasonable accommodations/modifications;
5. Lending discrimination and disparities; and
6. Critical shortage of affordable rental housing and limited housing assistance.

The 2020 Analysis of Impediments *Fair Housing Goals and Strategies* section identifies goals and strategies designed to redress impediments to fair housing. Each goal has a number of strategies to make progress toward the goal. Each strategy contains a timeframe for action, a measure of achievement, and the entity at each municipality that is responsible for implementing the strategies.

Goal 1: Continue efforts to ensure adequate supply of housing affordable to all income levels in the community;

Goal 2: Increase fair housing choice and decrease housing discrimination;

Goal 3: Continue funding the City of Appleton's Neighborhood Program to encourage the establishment and support of neighborhood organizations; and

Goal 4: Increase access to consumer education in a culturally appropriate context.

In addition to the 2020 Analysis of Impediments report that is being updated, City staff regularly reference the Fox Cities and Greater Outagamie County Regional Housing Strategy report prepared by Outagamie County's Development and Land Services Department, which was completed and released to the public in June 2022. This report took into account the housing markets in all municipalities in the Fox Cities area and in the greater Outagamie County unincorporated region. This strategy report identified 19 actions for implementation that would help the Fox Cities region meet its overall housing goals and ensure that all residents have access to housing at a price and size that meets their needs.

In the City of Appleton, it was estimated that over 4,580 new units are needed to meet the projected

housing needs in 2040. This averages out to about 230 new units per year between January 2020 and January 2040. The Regional Housing Strategy report also indicated a sharp increase in median sale price between 2019 and 2021, with Appleton's median sale price increasing by \$34,300 (21% increase) from \$165,700 to \$200,000. These increasing prices are, in part, a reflection of the tight housing market with prices driven up by a lack of available housing supply to meet all residents' needs.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Under Goal 1: Continue efforts to ensure adequate supply of housing affordable to all income levels in the community, listed above, the City of Appleton has identified eight strategies to make progress toward removing or ameliorating the barriers to affordable housing. Strategies specific to the removal or amelioration of the negative effects of public policy that serve as barriers include [in no particular order]:

Strategy 1- Support a variety of housing programs to defray the costs of rental housing or homeownership, marrying financial tools such as historic preservation, DNR grants, and opportunity zones;

Strategy 2- Promote and support private sector investment in affordable housing through TIF financing, LIHTC projects, and other state/federal financial resources; and

Strategy 3- Consider utilizing Central Business District (CBD) zoning in other areas of the City to promote denser in-fill and housing development.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Appleton's 2025-2029 Consolidated Plan outlines various strategies addressing obstacles in meeting underserved needs, fostering and maintaining affordable housing, reducing lead-based paint hazards, reducing poverty, improving institutional structure, and enhancing coordination between housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The Fox Cities Housing Coalition (FCHC), of which the City of Appleton is a member agency, is designed to promote communitywide commitment to the goal of ending homelessness; provide programming and housing for underserved and homeless individuals and families; promote access to and effect utilization of mainstream programs; and optimize self-sufficiency among underserved and homeless individuals and families. This continuum begins with emergency shelter programs, continues through transitional housing programs, and on to permanent affordable housing options.

Actions planned to foster and maintain affordable housing

The City of Appleton has primarily used its CDBG funds to support affordable housing activities in various ways for homeowners, renters, and first-time homebuyers. The City will continue to fund similar efforts in the 2025 program year through subawards to Rebuilding Together Fox Valley, the Appleton Housing Authority, Greater Fox Cities Habitat for Humanity, and the City's Homeowner Rehabilitation Loan Program.

Actions planned to reduce lead-based paint hazards

The City of Appleton continues to allocate CDBG funds each program year supporting its Homeowner Rehabilitation Loan Program, which provides low- and moderate-income homeowners with the financial ability to make repairs to their homes. A requirement for participation in this program is that items not meeting code and all lead paint hazards be rehabilitated as part of the loan funding.

The City also continues to support the Appleton Housing Authority's Homebuyer Program, which will include rehabilitation. Lead hazards are identified and remediated during the rehabilitation process.

In addition, the City of Appleton Health Department and the City's Homeowner Rehabilitation Loan Program work collaboratively to identify homes where young children may be adversely affected in the dangers of lead-based paint and removal of those hazards.

Actions planned to reduce the number of poverty-level families

In an effort to reduce the number of poverty-level families, the City of Appleton awarded 2025 program

year funds to an adult emergency shelter, a family resource center public facility update, and a various housing rehabilitation and homeownership programs to ensure that affordable homeownership is available to families at low-and moderate-income levels. All of these programs and projects directly serve individuals and families that are facing financially challenging situations. The services offered and the constant collaboration among agencies provide the necessary direction and opportunities toward achieving financial independence and stable housing, while also decreasing the likelihood of homelessness

The City of Appleton continues to provide funding to the City's Homeowner Rehabilitation Loan Program, the Appleton Housing Authority, Greater Fox Cities Habitat for Humanity, and Rebuilding Together Fox Valley in an effort to rehabilitate and maintain affordable housing opportunities in the Appleton community.

Actions planned to develop institutional structure

The institutional structure through which the City of Appleton carries out its plans is strong due to framework already in place, and as such, does not have any specific actions planned to modify it.

The City is the financial agent for the Continuum of Care (CoC) and Emergency Homeless and Housing (EHH) grants, and an active member, of the Fox Cities Housing Coalition. The Appleton Housing Authority receives a CDBG allocation for its Homebuyer Program and also coordinates with the Health Department to provide services to its senior population. These relationships allow for a high level of interaction resulting in coordination of services between the City and agencies that may be supported by CDBG funding.

Actions planned to enhance coordination between public and private housing and social service agencies

While there does not appear to be a gap in the structure, the City of Appleton continuously works to further enhance coordination of services between nonprofit organizations and public institutions. The City of Appleton is an actively participating member of the Fox Cities Housing Coalition, a local continuum of services. All member agencies of the Coalition actively seek to enhance coordination and collaboration between services and agencies, and reduce any level of duplication. Additionally, the City's Coordinated Entry Specialist and Community Resource Navigator staff positions have made key contributions to ensure that social service agencies and the City are on the same page and that the City is operating with accurate information regarding the challenges facing its residents and the resources available in the community.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

1. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)). <TYPE=[text]
REPORT_GUID=[A0BBB986408D8C25582AC4BE59FA99C5]>

Appendix - Alternate/Local Data Sources

1	Data Source Name Appleton Housing Authority
	List the name of the organization or individual who originated the data set. The Appleton Housing Authority provided updated data for tables in sections regarding public housing.
	Provide a brief summary of the data set.
	What was the purpose for developing this data set?
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?
	What time period (provide the year, and optionally month, or month and day) is covered by this data set?
	What is the status of the data set (complete, in progress, or planned)?
2	Data Source Name Fox Cities Coordinated Entry Data
	List the name of the organization or individual who originated the data set. Stephanie VanHulst, Pillars Inc.
	Provide a brief summary of the data set. current data gathered from Housing Inventory Chart (HIC)
	What was the purpose for developing this data set? reporting monthly on available beds in Fox Cities
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Data gathered is specifically for individuals and families seeking shelter or housing services through the Coordinated Entry system in the Fox Cities region.
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? 2019

	What is the status of the data set (complete, in progress, or planned)? complete
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CITY OF APPLETON

MEMORANDUM

Date: June 11, 2025
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: CDBG 2025PY Revised Allocation Recommendations

The City of Appleton's Community Development Block Grant (CDBG) award for the 2025 program year was announced by the U.S. Department of Housing and Urban Development (HUD). The City of Appleton was awarded \$575,860 for the 2025 program year, which is \$12,372 lower than the anticipated 2025PY allocation of \$588,232.

The 2025 preliminary awards for City projects were approved in January 2025 and preliminary awards for external partners were approved in February 2025 by the Community Development Committee. The CDBG Advisory Board was responsible for the preliminary recommendations regarding external applications. Their recommendations were carried forward to the Community Development Committee and Common Council for approval.

As a result of the lower total award than anticipated, staff recommends decreasing the final award allocation for one City project and four of the external applicants. There is a cap on the total amount of the award that can be spent on public services each year, so the allocation for Appleton's Community Resource Navigator position will need to be reduced from \$88,232 to \$86,379 to meet the 15% public services cap. The remaining reduction should be split between the external partners. The following staff recommendations are based on the decisions made by the CDBG Advisory Board and their approval of a percentage-based adjustment to grant funds once the official allocation was received from HUD.

Staff recommends the following decreases in allocations:

- 1. Decrease the Public Service Allocation by \$1,853 to a total award of \$86,379 for the Community Resource Navigator position.**

The Public Services category cannot exceed 15% of the total allocation. This decrease to \$86,379 will keep the total public service allocation below the 15% cap.

- 2. Decrease the final award allocations to four external partners on a proportional basis to their preliminary award, to address the remaining \$10,519 reduction.**

After the public service decrease, an additional \$10,519 will need to be reduced from the external applicants. CDBG Advisory Board members gave staff approval to adjust allocations on a proportional basis without needing to bring the item back through the CDBG Advisory Board. Staff propose that this reduction in funding be split between First Five Fox Valley, Habitat for Humanity, Pillars, and Rebuilding Together. A decrease of 7.3% per applicant was applied to each project. The results are noted below:

- \$1,814 reduction to First Five Fox Valley's preliminary allocation
- \$3,627 reduction to Habitat for Humanity
- \$2,648 reduction to Pillars
- \$2,430 reduction to Rebuilding Together Fox Valley

The final award recommendations are as follows:

Project	Original Request	Preliminary Award	Proposed Final Award	% Decrease	\$ Decrease
City Projects					
Fair Housing Services	\$25,000	\$25,000	\$25,000	--	--
The Neighborhood Grant Program	\$40,000	\$40,000	\$40,000	--	--
CDBG Program Admin	\$65,000	\$65,000	\$65,000	--	--
Appleton Housing Authority	\$25,000	\$25,000	\$25,000	--	--
Homeowner Rehab Loan Program	\$200,000	\$200,000	\$200,000	--	--
Public Service Projects					
Community Resource Navigator – PD/Health	\$88,232	\$88,232	\$86,379	-2.1%	\$1,853
City Project Total:		\$443,232	\$441,379		
External Projects					
First Five Fox Valley	\$75,000	\$25,000	\$23,186	7.3%	\$1,814
Habitat for Humanity	\$240,000	\$50,000	\$46,373	7.3%	\$3,627
Pillars	\$36,500	\$36,500	\$33,852	7.3%	\$2,648
Rebuilding Together	\$100,000	\$33,500	\$31,070	7.3%	\$2,430
WWBIC	\$30,000	\$0	\$0	--	--
External Project Total:		\$145,000	\$134,481		
Full Allocation Total:			\$575,860		

2025 CDBG Budget Adjustments

Project Name	Preliminary Allocation	Adjustment Percentage	Adjusted Allocation
<i>City of Appleton Projects</i>			
Housing Rehabilitation Loan Program	\$ 200,000	0.0%	\$ 200,000
Appleton Housing Authority	\$ 25,000	0.0%	\$ 25,000
Fair Housing	\$ 25,000	0.0%	\$ 25,000
CDBG Program Admin	\$ 65,000	0.0%	\$ 65,000
Community Resource Navigator	\$ 88,232	-2.1%	\$ 86,379
Neighborhood Program	\$ 40,000	0.0%	\$ 40,000
TOTALS	\$ 443,232		\$ 441,379
<i>Non-City Projects</i>			
First Five Fox Valley	\$ 25,000	-7.3%	\$ 23,186
Habitat	\$ 50,000	-7.3%	\$ 46,373
Pillars	\$ 36,500	-7.3%	\$ 33,852
Rebuilding Together Fox Valley	\$ 33,500	-7.3%	\$ 31,070
TOTALS	\$ 145,000		\$ 134,481
GRAND TOTAL	\$ 588,232		\$ 575,860

Project Name	Organization	Description	Funding Recommendation
Fair Housing Services	Metropolitan Milwaukee Fair Housing Council (MMFHC)	MMFHC's satellite office, Fair Housing Center of Northeast Wisconsin (FHCNW) will provide complaint intake, referrals, fair housing trainings and seminars, and educational materials. Fair housing is a required component of CBDG funding.	\$25,000
The Neighborhood Grant Program	City of Appleton – Community Development Dept.	Provides CDBG funding to City of Appleton registered neighborhoods pursuing eligible CDBG-projects for neighborhood improvements	\$40,000
CDBG Program Administration	City of Appleton – Community Development Dept.	Funds for staff involved in program administration, planning, reporting, and project activities	\$65,000
Homebuyer Assistance Program	Appleton Housing Authority	AHA will assist households with downpayment assistance and will conduct rehabilitation to meet housing quality standards as needed	\$25,000
Homeowner Rehabilitation Loan Program	City of Appleton – Community Development Dept.	HRLP provides zero-interest loans to low-and moderate-income homeowners for rehabilitation, including bringing homes up to code, lead remediation, and housing quality standards	\$200,000
Community Resource Navigator	City of Appleton – Police and Health Depts.	Community Resource Navigator will respond to calls related to homelessness and mental health crises, and provide assistance as needed	\$86,379
Habitat Acquisition and Renovation	Habitat for Humanity of the Greater Fox Cities	Acquisition and necessary renovation of one property to bring it up to code and quality standards and sell to a low-and moderate-income household in Appleton	\$46,373
Safe and Healthy Housing	Rebuilding Together Fox Valley	No-cost renovations to improve the physical conditions, quality of life, and health and safety of vulnerable residents who do not otherwise qualify for loans or assistance	\$31,070
PAS Flooring Update	Pillars	Replace existing flooring at Pillars Adult Shelter, which serves about 300 households during a program year	\$33,852
Accessibility Door Improvements	First Five Fox Valley	Replace doors at the new First Five Fox Valley location (existing Trout Museum) to ensure doors are accessible and open for all visitors	\$23,186

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Appleton Wastewater Treatment Facility

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Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	12.3803	x	289	x	8.34	=	29,788
February	13.1803	x	250	x	8.34	=	27,426
March	13.0687	x	276	x	8.34	=	30,118
April	18.7537	x	213	x	8.34	=	33,236
May	15.5865	x	267	x	8.34	=	34,643
June	18.3433	x	273	x	8.34	=	41,688
July	20.6423	x	142	x	8.34	=	24,360
August	13.5732	x	250	x	8.34	=	28,300
September	9.9943	x	320	x	8.34	=	26,673
October	8.8161	x	435	x	8.34	=	31,947
November	16.3367	x	271	x	8.34	=	36,923
December	11.4065	x	276	x	8.34	=	26,256

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	24.2	x	90	=	21.78
		x	100	=	24.2
Design BOD, lbs/day	40900	x	90	=	36810
		x	100	=	40900

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	1	2
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	1	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	2	1
Points		0	0	6	2
Total Number of Points					8

8

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3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2024-07-22

☐ No

If No, please explain:

NA

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

NA

4.2 Was it necessary to enforce the ordinance?

☒ Yes

☐ No

If Yes, please explain:

Infractions occurred that exceeded the industrial limits for ph. All industries demonstrated a return to compliance for these infractions.

An industry failed to self-monitor for cyanide and hexavalent chromium that discharged to Appleton sanitary outfall. This industry has since returned to compliance.

The AWWTP did not experience an upset as a result of these discharges and infractions.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☐ Yes

☐ Yes

☐ Yes

☒ No

☒ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☐ Yes

0 gallons

☒ No

Holding Tanks

☐ Yes

0 gallons

☒ No

Grease Traps

☐ Yes

0 gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

NA

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

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<div><div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div><div>If yes, describe the situation and your community's response.</div><div>NA</div></div> <div><div>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</div><div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div><div>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</div><div>AWWTP receives food processing wastes and landfill leachate. All wastes are tested prior to acceptance. Acceptance is based on toxicity and loading potential. Once waste has been screened and approved by AWWTP staff, it is discharged to the headworks or digestion for treatment.</div></div>	
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Total Points Generated	8
Score (100 - Total Points Generated)	92
Section Grade	A

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Appleton Wastewater Treatment Facility

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2024

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	10	1	0	0
February	25	22.5	8	1	0	0
March	25	22.5	5	1	0	0
April	25	22.5	5	1	0	0
May	25	22.5	4	1	0	0
June	25	22.5	4	1	0	0
July	25	22.5	4	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	5	1	0	0
October	25	22.5	8	1	0	0
November	25	22.5	5	1	0	0
December	25	22.5	6	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

☐ Yes Enter last calibration date (MM/DD/YYYY)

☒ No

If No, please explain:

Our effluent outfall wasn't designed for installation of a flowmeter. Influent flow is used in place of an effluent flowmeter.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

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<div><div><div>● No</div><div>If Yes, please explain:</div><div>NA</div></div><div><div>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</div><div><div>○ Yes</div><div>● No</div></div><div>If Yes, please explain:</div><div>NA</div></div><div><div>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</div><div><div>○ Yes</div><div>○ No</div><div>● N/A</div></div><div>Please explain unless not applicable:</div><div>NA</div></div></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	3	1	0	0
March	30	27	3	1	0	0
April	30	27	3	1	0	0
May	30	27	1	1	0	0
June	30	27	2	1	0	0
July	30	27	2	1	0	0
August	30	27	0	1	0	0
September	30	27	2	1	0	0
October	30	27	4	1	0	0
November	30	27	3	1	0	0
December	30	27	3	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0
NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
1.2 If any violations occurred, what action was taken to regain compliance?						
NA						

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results									
1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia									
Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	10	28	3.254	0	4.126	2.366	3.11	2.829	0
February	10	28	2.13	0	2.319	1.141	3.043	1.95	0
March	10	28	1.012	0	1.733	.477	.249	1.896	0
April	11	29	.318	0	.673	.433	.096	.127	0
May	11		.172	0					0
June	4.4	11	.276	0	.167	.169	.273	.543	0
July	4.4	11	.407	0	.211	.35	.421	.596	0
August	4.4	11	.261	0	.27	.183	.383	.25	0
September	4.4	11	.608	0	.23	1.003	.343	.856	0
October	18		1.185	0					0
November	18		.294	0					0
December	18		1.537	0					0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0
NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.									
1.2 If any violations occurred, what action was taken to regain compliance?									
NA									

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.240	1	0
February	1	0.165	1	0
March	1	0.213	1	0
April	1	0.143	1	0
May	1	0.146	1	0
June	1	0.248	1	0
July	1	0.278	1	0
August	1	0.204	1	0
September	1	0.219	1	0
October	1	0.304	1	0
November	1	0.182	1	0
December	1	0.193	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.
Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

☒ Land applied under your permit

☐ Publicly Distributed Exceptional Quality Biosolids

☐ Hauled to another permitted facility

☐ Landfilled

☐ Incinerated

☒ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

Utilized the Appleton Composting Facility at Outagamie County Landfill.

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

13105.9 acres

2.1.2 How many acres did you use?

1056 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

NA

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 009 - Biosolids- Compost Class B

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

0

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Outfall No. 010 - Biosolids- Compost Class A

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75									1.85					0	0
Cadmium		39	85									<.534					0	0
Copper		1500	4300									35					0	0
Lead		300	840									9.23					0	0
Mercury		17	57									<.077					0	0
Molybdenum	60		75									<1.43				0		0
Nickel	336		420									9.4				0		0
Selenium	80		100									<5.01				0		0
Zinc		2800	7500									101					0	0

Outfall No. 003 - Cake Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<8.07		<6.94		1.61		<6.3		<16		<16			0	0
Cadmium		39	85	<.19		<.162		<.193		<.147		<.382		<.381			0	0
Copper		1500	4300	58		67		64		52		61		74			0	0
Lead		300	840	3		7.16		4.47		5.29		7.57		5.44			0	0
Mercury		17	57	.129		<.122		<.122		<.116		.129		.086			0	0
Molybdenum	60		75	4.29		3.3		4.74		3.09		<4.11		5.13		0		0
Nickel	336		420	12		12		13		11		13		11		0		0
Selenium	80		100	<7.13		<6.12		<7.16		<5.55		<14		<14		0		0
Zinc		2800	7500	119		150		156		130		142		143			0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

NA

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 02/29/2024
Density:	3,903
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	03/01/2024 - 04/30/2024
Density:	11,883
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	05/01/2024 - 06/30/2024
Density:	9,754
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2024 - 08/31/2024
Density:	3,118
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	09/01/2024 - 10/31/2024
Density:	11,728
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	11/01/2024 - 12/31/2024
Density:	12,296
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 03/31/2024
Density:	18
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

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Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2024 - 06/30/2024
Density:	3
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2024 - 09/30/2024
Density:	39
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2024 - 12/31/2024
Density:	2
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

○ Yes (40 Points)

● No

If yes, what action was taken?

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NA	0
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p>	
Outfall Number:	003
Method Date:	01/16/2024
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	46.6
Outfall Number:	003
Method Date:	03/13/2024
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	43.1
Outfall Number:	003
Method Date:	05/28/2024
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	44.9
Outfall Number:	003
Method Date:	07/30/2024
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	55.4
Outfall Number:	003
Method Date:	09/24/2024
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	49.7

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Outfall Number:	003
Method Date:	12/31/2024
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	51.6

Outfall Number:	010
Method Date:	03/31/2024
Option Used To Satisfy Requirement:	Aerobic Composting Process
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	010
Method Date:	06/30/2024
Option Used To Satisfy Requirement:	Aerobic Composting Process
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	010
Method Date:	09/30/2024
Option Used To Satisfy Requirement:	Aerobic Composting Process
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	010
Method Date:	12/31/2024
Option Used To Satisfy Requirement:	Aerobic Composting Process
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

NA

6. Biosolids Storage

0

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<div>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?<ul style="list-style-type: none">● >= 180 days (0 Points)○ 150 - 179 days (10 Points)○ 120 - 149 days (20 Points)○ 90 - 119 days (30 Points)○ < 90 days (40 Points)○ N/A (0 Points)6.2 If you checked N/A above, explain why.<div>NA</div></div>	0
<div>7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management:<div>None</div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<div>1. Plant Staffing</div> <div>1.1 Was your wastewater treatment plant adequately staffed last year?</div> <div><div><div>● Yes</div><div>○ No</div></div><div>If No, please explain:</div><div></div><div>Could use more help/staff for:</div><div></div></div> <div>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</div> <div><div><div>● Yes</div><div>○ No</div></div><div>If No, please explain:</div><div></div></div>	
<div>2. Preventative Maintenance</div> <div>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</div> <div><div><div>● Yes (Continue with question 2) □□</div><div>○ No (40 points)□□</div></div><div>If No, please explain, then go to question 3:</div><div></div></div> <div>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</div> <div><div><div>● Yes</div><div>○ No (10 points)</div></div></div> <div>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</div> <div><div><div>● Yes</div><div><div>○ Paper file system</div><div>○ Computer system</div><div>● Both paper and computer system</div></div><div>○ No (10 points)</div></div></div>	0
<div>3. O&M Manual</div> <div>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</div> <div><div><div>● Yes</div><div>○ No</div></div></div>	
<div>4. Overall Maintenance /Repairs</div> <div>4.1 Rate the overall maintenance of your wastewater plant.</div> <div><div><div>○ Excellent</div><div>● Very good</div><div>○ Good</div><div>○ Fair</div><div>○ Poor</div></div><div>Describe your rating:</div></div>	

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Operation/maintenance staff are knowledgeable and dedicated to repairing immediate needs, while also planning ahead for future maintenance and capital improvement projects.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

COLIN W STOFFEL

Certification No:

37553

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

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<div><input type="checkbox"/> An arrangement with another certified operator</div> <div><input type="checkbox"/> An arrangement with another community with a certified operator</div> <div><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</div> <div><input type="checkbox"/> A consultant to serve as your certified operator</div> <div><input type="checkbox"/> None of the above (20 points)</div> <div>If "None of the above" is selected, please explain:</div> <div></div>	0
<div>4. Continuing Education Credits</div> <div>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</div> <div>OIT and Basic Certification:</div> <div><div><input type="radio"/> Averaging 6 or more CECs per year.</div><div><input type="radio"/> Averaging less than 6 CECs per year.</div></div> <div>Advanced Certification:</div> <div><div><input checked="" type="radio"/> Averaging 8 or more CECs per year.</div><div><input type="radio"/> Averaging less than 8 CECs per year.</div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information

Name:

Kelli Rindt

Telephone:

(920) 832-6316

(XXX) XXX-XXXX

E-Mail Address
(optional):

kelli.rindt@appletonwi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

NA

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2024

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2024

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

NA

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 3,765,298.08

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 3,765,298.08

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 134,921.98

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 3,900,220.06

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

NA

3.3 What amount should be in your Replacement Fund? \$ 3,106,515.69

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

NA

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Lift Station Upgrades	\$832,956	2025
2	Digester Cathodic Protection	\$1,091,125	2025
3	Sludge Storage Building Addition	\$1,647,685	2025
4	Grit System & Raw Sludge Pump	\$47,415	2025
5	Blended Sludge Pipe & Heat Exchanger	\$1,255,227	2025
6	Belt Filter Press upgrades and replacemnt	\$5,294,824	2025
7	Belt Filter Polymer System replacement	\$100,000	2025
8	Chemical System upgrades	\$150,000	2025
9	Mixed Liquor Channel Blower Aeration	\$561,172	2025
10	Receiving Station upgrades	\$4,000,000	2025
11	Receiving Station offloading pipe	\$100,000	2025
12	Primary Clarifiers rebuild	\$97,640	2025
13	Phosphorus Analyzer replacement	\$30,000	2025
14	IT Wireless Access/Network Upgrades	\$1,698,264	2025
15	HVAC Upgrades - current year project	\$314,223	2025
16	Lighting Upgrades - current year	\$57,790	2025
17	Electrical Distribution upgrades	\$200,346	2025
18	Green Energy Electrical upgrades	\$402,118	2025
19	MCC Controls Upgrades - current year	\$3,880,873	2025
20	Elevator Replacment	\$200,000	2025

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21	Hardscape replacements - current year	\$985,923	2025
22	Sampler equipment replacement	\$45,000	2026
23	Roof Replacements - multi-year	\$1,300,000	2026
24	HVAC Upgrades - multi-year project	\$2,400,000	2026
25	Lighting Upgrades - multi-year	\$150,000	2026
26	MCC Controls Upgrades - multi-year	\$3,985,000	2026
27	Elevator Replacement	\$450,000	2026
28	Building Renovations	\$40,000	2026
29	Elevator Replacement	\$600,000	2027
30	Aeration Process upgrades	\$2,000,000	2027
31	Lift Station upgrades	\$1,850,000	2028
32	M-Bldg Equipment upgrades	\$1,600,000	2028
33	Elevator Replacement	\$50,000	2028
34	Elevator Replacement	\$550,000	2029
35	Wash Press Improvements	\$750,000	2029
36	Primary Clarifiers #1-4 Rebuild	\$1,500,000	2029

5. Financial Management General Comments

None

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 14

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	24,797	243
February	24,741	133
March	23,995	93
April	24,949	52
May	15,584	15
June	19,606	7
July	21,817	8
August	15,808	6
September	12,790	6
October	12,795	69
November	18,679	352
December	26,190	291
Total	241,751	1,275
Average	20,146	106

6.1.2 Comments:

None

6.2 Energy Related Processes and Equipment

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<div>6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):</div> <div><div><input checked="" type="checkbox"/> Comminution or Screening</div><div><input type="checkbox"/> Extended Shaft Pumps</div><div><input checked="" type="checkbox"/> Flow Metering and Recording</div><div><input type="checkbox"/> Pneumatic Pumping</div><div><input type="checkbox"/> SCADA System</div><div><input checked="" type="checkbox"/> Self-Priming Pumps</div><div><input checked="" type="checkbox"/> Submersible Pumps</div><div><input checked="" type="checkbox"/> Variable Speed Drives</div><div><input type="checkbox"/> Other:</div><div></div></div> <div>6.2.2 Comments:</div> <div>None</div> <div>6.3 Has an Energy Study been performed for your pump/lift stations?</div> <div><div>No</div><div>Yes</div></div> <div>Year:</div> <div>2009</div> <div>By Whom:</div> <div>Donohue & Associates, McMahon Engineers</div> <div>Describe and Comment:</div> <div>In the last five years the following lift stations have been reviewed and new designs, some including new energy efficient pumps, VFDs, etc., have been completed through construction projects: Briarcliff, Midway Rd, North Edgewood. Maintaining a lift station inventory that is energy efficient is a City of Appleton objective.</div> <div>6.4 Future Energy Related Equipment</div> <div>6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?</div> <div>Future lift station pump and motor upgrades will replace less efficient equipment with more energy efficient pumps and motors.</div>	
<div>7. Treatment Facility</div> <div>7.1 Energy Usage</div> <div>7.1.1 Enter the monthly energy usage from the different energy sources:</div>	

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TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	822,400	383.79	2,143	923.43	891	2,976
February	848,000	382.23	2,219	795.35	1,066	2,588
March	844,800	405.13	2,085	933.66	905	3,420
April	849,302	562.61	1,510	997.08	852	2,451
May	867,200	483.18	1,795	1,073.93	808	4,199
June	870,400	550.30	1,582	1,250.64	696	3,132
July	940,800	639.91	1,470	755.16	1,246	3,289
August	873,600	420.77	2,076	877.30	996	5,099
September	835,200	299.83	2,786	800.19	1,044	2,755
October	860,800	273.30	3,150	990.36	869	1,354
November	809,600	490.10	1,652	1,107.69	731	1,662
December	801,574	353.60	2,267	813.94	985	10,869
Total	10,223,676	5,244.75		11,318.73		43,794
Average	851,973	437.06	2,061	943.23	924	3,650

7.1.2 Comments:

None

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☒ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☐ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

7.2.2 Comments:

Effluent pumping is an as-needed process dependent on WWTP inflow and river levels.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

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<p>Equipment replacement with energy efficient pumps and motors as well optimization of process controls. Biogas boiler heating system optimization to increase biogas utilization and heating system efficiency.</p>	
<p>8. Biogas Generation</p> <p>8.1 Do you generate/produce biogas at your facility?</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> Yes</p> <p>If Yes, how is the biogas used (Check all that apply):</p> <p><input checked="" type="checkbox"/> Flared Off</p> <p><input checked="" type="checkbox"/> Building Heat</p> <p><input checked="" type="checkbox"/> Process Heat</p> <p><input type="checkbox"/> Generate Electricity</p> <p><input type="checkbox"/> Other:</p> <div></div>	
<p>9. Energy Efficiency Study</p> <p>9.1 Has an Energy Study been performed for your treatment facility?</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> Yes</p> <p><input checked="" type="checkbox"/> Entire facility</p> <p>Year: <div>2004</div></p> <p>By Whom: <div>Joe Cantwell - Focus on Energy</div></p> <p>Describe and Comment:</p> <div>Every project has an energy component. The City reviews projects by completing a conditions assessment followed by a review of alternatives. The City chooses the alternative with the least overall project cost (operating and capital). A number of projects resulted in decreased energy usage. As part of the plant electrical distribution project, two buildings currently heated by electricity will be converted to hot water heating.</div> <p><input type="checkbox"/> Part of the facility</p> <p>Year: <div></div></p> <p>By Whom: <div></div></p> <p>Describe and Comment:</p> <div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Major Goals: Reconstruction is performed based on existing condition and expected useful life of sanitary sewer infrastructure. Budget constraints limit the amount of sewer infrastructure that can be replaced annually to an amount less than which meets our reconstruction criteria. In 2024, \$1,573,354 was budgeted for sewer reconstruction and \$1,048,346 was budgeted for maintenance.

Specific 2024 goals included System cleaning: 8.79%; televising and root control: 8.79%; Operational capacity to provide trouble call responses (51 actual) and remove system blockages (1 actual); General reduction in I/I through clear water inspection program (actual cross connections identified: 0). Administer contracted Spot Repair and Protruding Tap Repair programs.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

2024 goals were accomplished except for the contracted 2024 Spot Repair and Protruding Taps programs. Planned 2024 work was delayed into 2025 based on staff capacity issues related to vacancies and turnover in DPW Engineering.

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

- ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2020-11-03

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection

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- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

☒ A description of routine operation and maintenance activities (see question 2 below)

☒ Capacity assessment program

☒ Basement back assessment and correction

☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

☒ Construction, Inspection, and Testing

☐ Others:

0

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures

☒ Response order, timing and clean-up

☒ Public notification protocols

☒ Training

☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

☒ Infiltration/Inflow (I/I) Analysis

☐ Sewer System Evaluation Survey (SSES)

☐ Sewer Evaluation and Capacity Management Plan (SECAP)

☐ Lift Station Evaluation Report

☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections

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	<input type="text" value="10.90"/>	% of system/year
Lift station O&M	<input type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value=".21"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value=".20"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value=".86"/>	% of system/year
Private sewer I/I removal	<input type="text" value=".31"/>	% of private services
River or water crossings	<input type="text" value="0.00"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="None"/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="37.00"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32.00"/>	Annual average precipitation (for your location)
<input type="text" value="334.20"/>	Miles of sanitary sewer
<input type="text" value="14"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="4"/>	Number of basement backup occurrences
<input type="text" value="51"/>	Number of complaints
<input type="text" value="14.30"/>	Average daily flow in MGD (if available)
<input type="text" value="20.60"/>	Peak monthly flow in MGD (if available)
<input type="text" value="106.60"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.01"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.01"/>	Basement backups (number/sewer mile)
<input type="text" value="0.15"/>	Complaints (number/sewer mile)
<input type="text" value="1.4"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="7.5"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume
0	7/13/2024 7:00:00 PM - 7/13/2024 8:00:00 PM	2006 E. Newberry St	Rain, Plugged Sewer, Flooding	5,000

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1	7/5/2024 1:30:00 PM - 7/5/2024 2:00:00 PM	955 East John Street Appleton, WI 54915	Rain, Flooding	24,000
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** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

DPW has undertaken a drainage study to identify potential solutions to reduce flooding in two large drainage areas within the City, Northland and Bellaire, which experienced some of the most severe flooding in the City in July 2024. Reduction of flooding, pending implementation of drainage system improvements, is expected to result in I&I decreases within the affected areas. Bolt-on lid castings were installed on MH's 9-11, -12, -147)

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☒ Yes
- ☐ No

If Yes, please describe:

Rainfall in the month June was nearly double the historic average June rainfall (7.01" vs 4.01"). That resulted in high antecedent moisture conditions when extremely high rainfall events occurred on July 5 (2.5" in 1 hour, based on unofficial rain gauge data) and July 13 (2.16" in 1 hour) within portions of the City. The extreme rainfall and resulting flooding produced high I&I levels.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☒ Yes
- ☐ No

If Yes, please describe:

Yes, the reported basement backups and complaints were related to high I&I levels resulting from the 7/5/2025 and 7/13/2025 extreme rainfall events.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Extreme July rainfall events referenced in 5.1 and 5.2 resulted in increased I&I events than in previous years.

5.4 What is being done to address infiltration/inflow in your collection system?

The following activities are being performed to address inflow/infiltration:

- a. 685 manhole Inspections
- b. 13 manholes rehabilitated
- c. 27.94 miles of sanitary mains televised
- d. 0.69 miles of sewer pipe rehabilitated
- e. 42 sanitary manhole seals installed
- f. 91 laterals replaced
- g. 0 clearwater cross-connection violations were found or corrected resulting from basement inspections in conjunction with plumbing inspections or water meter maintenance.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0023221

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

- Notes:
- A = Voluntary Range (Response Optional)
 - B = Voluntary Range (Response Optional)
 - C = Recommendation Range (Response Required)
 - D = Action Range (Response Required)
 - F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner:	<div></div>
Date of Resolution or Action Taken:	<div></div>
Resolution Number:	<div></div>
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 4.00

70-25

AN ORDINANCE AMENDING CHAPTER 23 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON AND THE OFFICIAL ZONING MAP WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.

(City Plan Commission 06-18-2025)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Zoning Ordinance, Chapter 23 of the Municipal Code of the City of Appleton and the Official Zoning Map, which is a part thereof, is amended by making the following changes:

To rezone lands located in the 6000 Block of North French Road (Tax Id #31-1-8310-00, #31-1-8310-01, and #31-1-8310-02), including to the centerline of the adjacent street right-of-way from AG Agricultural District to R-2 Two-family District. (Rezoning #5-25 – Dewitt Development Partners, LLC)

LEGAL DESCRIPTION:

Part of the Southeast 1/4 of the Fractional Northeast 1/4 and All of the Southwest 1/4 of the Fractional Northeast 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 and part of the Northeast 1/4 of the Southeast 1/4, ALL of Section 6, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin, containing 3,149,161 Square Feet (72.2948 Acres) of land described as follows:

Beginning at the East 1/4 Corner of Section 06, Township 21 North, Range 18 East; thence S00°02'25"E along the east line of the Southeast 1/4 of said Section 06, 41.27 feet to the intersection of said east line with the east extension of the north line of Emerald Valley; thence N89°27'33"W along said extension line and along said north line, 1307.67 feet to the west line of the Northeast 1/4 of the Southeast 1/4 of said Section 06; thence N00°12'16"E along said west line, 41.27 feet to the south line of the Fractional Northeast 1/4 of said Section 06; thence N89°27'33"W along said south line, 1307.49 feet to the Center of said Section 06 as monumented; thence N89°27'19"W along the south line of the Fractional Northwest 1/4 of said Section 06, 625.06 feet to the east line of Apple Ridge 2; thence N01°36'33"E along said east line, 119.15 feet; thence N05°33'54"W along said east line, 247.09 feet; thence N55°27'06"W along said east line, 135.41 feet; thence N28°25'33"W along said east line, 55.45 feet; thence N00°20'17"E along said east line, 456.72

feet to the south line of Lot 1, Certified Survey Map No. 8359 and to the north line of the Southeast 1/4 of the Fractional Northwest 1/4 of said Section 06; thence S89°39'43"E along said south line of said Lot 1 and along said north line of said 1/4-1/4 and along the south line of Certified Survey Map No. 7511, 788.41 feet to the southeast corner of said Map No. 7511 and to the west line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06; thence N00°27'15"E along said east line of said Map No. 7511 and along said west line, 1.45 feet to the north line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06 as monumented and to the south line of Certified Survey Map No. 8122; thence S89°37'46"E along said north line as monumented and the south line of said Map No. 8122 and the south line of Certified Survey Map No. 6740 and the south line of Certified Survey Map No. 4280 and along the north line of the Southeast 1/4 of the Fractional Northeast 1/4 said Section 06 as monumented, 2291.51 feet to the west line of lands described in Doc. 1763227; thence S01°26'43"W along said west line and the west line of Lands Described in Doc. 799879, 259.41 feet to the south line of said Doc. 799879; thence S88°09'17"E along said south line, 340.00 feet to the east line of the Fractional Northeast 1/4 of said Section 06; thence S01°26'43"W along said east line, 689.84 feet to the Point Of Beginning. Described Lands are subject to easements and restrictions of record.

COMMON DESCRIPTION:

6000 Blk North French Road (Tax Id #31-1-8310-00, #31-1-8310-01, and #31-1-8310-02), including to the centerline of the adjacent street right-of-way

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication the Director of Community Development is authorized and directed to make the necessary changes to the Official Zoning Map in accordance with this Ordinance.