



# City of Appleton

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

## Meeting Agenda - Final Community Development Committee

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Wednesday, July 23, 2025

4:30 PM

Council Chambers, 6th Floor

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

[25-0848](#) CDC Minutes from 7-9-25

Attachments: [CDC Minutes 7-9-25.pdf](#)

### 5. Public Hearing/Apearances

### 6. Action Items

[25-0772](#) Request to approve proposed text amendments to the Municipal Code, Chapter 4 Buildings (Sec. 4-392 Exemptions) as identified in the attached document

Attachments: [Electrical Exemptions Chapter 4 Text Amendments For7-23-25.pdf](#)

[25-0832](#) Request to approve proposed text amendments to the Municipal Code, Chapter 4 Buildings (Sec. 4-22 Authority to prescribe additional rules and regulations and Sec. 4-24 Violations generally; penalty) and Chapter 12 Nuisances (Sec. 12-32 Abatement - generally) as identified in the attached document

Attachments: [Citation Authority Chapters 4 and 12 Text Amendments For7-23-25.pdf](#)

### 7. Information Items

### 8. Adjournment

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

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

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





# City of Appleton

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

## Meeting Minutes - Final Community Development Committee

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Wednesday, July 9, 2025

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 3 - Lambrecht, Fenton and Meltzer

**Excused:** 2 - Jones and Heffernan

*Others present:*

*Aldersperson Sheri Hartzheim, District #13*

*Justin Stanelle*

4. Approval of minutes from previous meeting

[25-0769](#)

CDC Minutes from 6-25-25

**Attachments:** [CDC Minutes 6-25-25.pdf](#)

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

**Aye:** 3 - Lambrecht, Fenton and Meltzer

**Excused:** 2 - Jones and Heffernan

5. Public Hearing/Appearances

[25-0770](#)

Substantial Amendment to the Community Development Block Grant (CDBG) 2021 Annual Action Plan (AAP) adjusting the proposed activity of Appleton Housing Authority's remaining allocation of \$37,000 to be used for rental rehabilitation rather than the current activity of homeownership assistance and homeowner rehabilitation (Associated with Action Item #25-0771)

**Attachments:** [Public Hearing Notice for 2021 AAP Substantial Amendment.pdf](#)  
[2021 AAP Substantial Amendment\\_AHA Project\\_Public Comment Period Notice.pdf](#)

*This public hearing was held and no one spoke.*

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

## 6. Action Items

[25-0771](#)

Request to approve a substantial amendment to the Community Development Block Grant (CDBG) 2021 Annual Action Plan (AAP) adjusting the proposed activity of Appleton Housing Authority's remaining allocation of \$37,000 to be used for rental rehabilitation rather than the current activity of homeownership assistance and homeowner rehabilitation

**Attachments:** [CDBG AAP 2021 Substantial Amendment AHA Memo to CDC 7.9.25.pdf](#)  
[CDBG AAP 2021 Amendment.pdf](#)

**Meltzer moved, seconded by Lambrecht, that the substantial amendment to the 2021 Annual Action Plan be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Lambrecht, Fenton and Meltzer

**Excused:** 2 - Jones and Heffernan

[25-0714](#)

Request to approve a variance to Item 5 of the Declaration of Covenants and Restrictions for the Northeast Business Park to allow for a minimum setback of 8 feet to parking for a proposed medical facility and medical office building located at the northeast corner of E. Goodland Drive and N. Conkey Street subject to the conditions in the attached staff memo

**Attachments:** [Variance Request Medical Office E Goodland Dr Memo to CDC 7-9-25.pdf](#)  
[JSD Correspondence Goodland Dr & Conkey St Medical Office.pdf](#)  
[DeclarationofCovenants+Restrictions\\_CSM3490Lot4\\_NEBusinessPark.pdf](#)  
[Lot 4 Goodland Drive Site Plan.pdf](#)

**Meltzer moved, seconded by Lambrecht, that the variance to Item 5 of the Declaration of Covenants and Restrictions for the Northeast Business Park be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Lambrecht, Fenton and Meltzer

**Excused:** 2 - Jones and Heffernan

## 7. Information Items

[25-0773](#)

Inspection Division Permit Summary Report Ending 6-30-25

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

**This item was presented.**

## 8. Adjournment

**Meltzer moved, seconded by Lambrecht, that the meeting be adjourned at 4:46 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Lambrecht, Fenton and Meltzer

**Excused:** 2 - Jones and Heffernan



# CITY OF APPLETON

## MEMORANDUM

**Date:** July 23, 2025  
**To:** Community Development Committee  
**From:** Kara Homan, AICP, Director of Community Development  
Kurt W. Craanen, Inspections Supervisor  
**Subject:** Electrical Exemptions - Section 4-392

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## GENERAL INFORMATION

Update Section 4-392 of the Municipal Code

## PURPOSE OF MUNICIPAL CODE TEXT AMENDMENTS

The intention of this text amendment is to allow licensed electricians to perform certain electrical work in their own dwellings without an electrical contractor's license.

## BACKGROUND

Currently, the Municipal Code allows for owner occupants to do electrical work in their owner-occupied dwellings, with a few exceptions: replacing service equipment and solar installations. The reason for these exceptions is because of the complexity of these types of installations. With this proposed change in code, licensed electricians would be allowed to do these types of installations in their own home.

## PROPOSED DRAFT TEXT AMENDMENTS

The text recommended to be added is underlined. The text recommended for deletion is identified by ~~strikethrough~~.

### **Sec. 4-392. Exemptions.**

As allowed under Wis. Stats. §101.862(4)(a), a residential property owner may perform electrical work in his their own dwelling which ~~he~~ the individual owns and occupies without a license, as long as the work is being conducted in a single-family dwelling. In the case of installing or replacing or repairing service equipment ~~in a single-family dwelling~~, ~~utility interactive~~ solar photovoltaic installations or electrical work performed on a residential property which is not a single-family owner-occupied dwelling, the electrical work shall be performed by a licensed electrical contractor, meeting all the requirements of SPS 305.41 as amended from time to time. If the property owner is a Wisconsin licensed electrician, they are allowed to install, replace or repair the service equipment and install, replace or repair solar photovoltaic system on a single-family dwelling they own and occupy and are not required to have an electrical contractor license to perform such work. The owner of the property must procure a permit prior to starting any electrical work. The property owner may not procure a permit on behalf of an electrical contractor or another individual. A property owner, meeting the same eligibility requirements listed in this section, may also wire their accessory structures associated with the single-family dwelling, if located on the same parcel as the single-family dwelling.

## **RECOMMENDATION**

Staff recommends the proposed text amendments to Chapter 4 Buildings of the Municipal Code, **BE APPROVED** for Sec. 4-392 to allow licensed electricians to perform service changes and solar panel work in their owner-occupied single-family dwelling.



# CITY OF APPLETON

## MEMORANDUM

**Date:** July 23, 2025  
**To:** Community Development Committee  
**From:** Kara Homan, AICP, Director of Community Development  
Kurt W. Craanen, Inspections Supervisor  
**Subject:** Authority to Issue Citations - Inspections Supervisor

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## GENERAL INFORMATION

Update Sections 4-22, 4-24(b) and 12-32(a) of the Municipal Code

## PURPOSE OF MUNICIPAL CODE TEXT AMENDMENTS

The intention of this text amendment is to clarify the authority of the Inspections Supervisor to issue citations.

## BACKGROUND

The purpose of the proposed text amendments provides clarification of long-standing practices and is recommended to more explicitly state who can issue citations for any violations of Chapter 4 Buildings and Chapter 12 Nuisances.

## PROPOSED DRAFT TEXT AMENDMENTS

The text recommended to be added is underlined. The text recommended for deletion is identified by ~~strikethrough~~.

### **Sec. 4-22. Authority to issue citations and prescribe additional rules and regulations.**

The Inspection Supervisor shall have the power, as may be necessary in the interest of public safety, health and general welfare, to promulgate rules and regulations to interpret and implement the provisions of this chapter under the supervision of the Board of Building Inspection, including issuing citations. The Inspections Division shall review and suggest changes in this chapter annually for Council action. Rules and regulations adopted under this section shall be approved by the Common Council and, when so approved, a violation thereof shall be subject to §4-24.

### **Sec. 4-24. Violations generally; penalty.**

(b) ***Prosecution of violation.*** If the notice of violation is not complied with promptly, the Inspection Supervisor may issue a citation. Additionally, the Inspection Supervisor may ~~shall~~ request the City Attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation or to require the removal or termination of the unlawful use of the building or structure in violation of the provisions of this chapter or of the order or direction made pursuant thereto.

**Sec. 12-32. Abatement – generally.**

(a) ***Responsibility for enforcement; inspections.*** It shall be the duty of each department head to enforce those provisions of this chapter, including issuing citations that come within the jurisdiction of their respective offices, and each department head shall make or cause to be made periodic inspections and inspections upon complaint to ensure such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer has inspected or caused to be inspected the premises where the nuisance is alleged to exist and has satisfied himself that a nuisance does in fact exist.

**RECOMMENDATION**

Staff recommends the proposed text amendments to Chapter 4 Buildings and Chapter 12 Nuisances of the Municipal Code, **BE APPROVED** to remove any arguable ambiguity as to who is authorized to issue citations in these areas.