



# 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, August 13, 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

[25-0953](#) CDC Minutes from 7-23-25

**Attachments:** [CDC Minutes 7-23-25.pdf](#)

### 5. Public Hearing/Apearances

### 6. Action Items

### 7. Information Items

[25-0954](#) Inspection Division Permit Summary Report Ending 7-31-25

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

[25-0955](#) Community Development Department Mid-Year 2025 Budget Report

**Attachments:** [2025 Mid Year Report Community Development Dept.pdf](#)

### 8. Adjournment

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

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

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



# City of Appleton

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## Meeting Minutes - 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

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

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Jones, Lambrecht, Fenton and Meltzer

**Excused:** 1 - Heffernan

4. Approval of minutes from previous meeting

[25-0848](#)

CDC Minutes from 7-9-25

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

Fenton moved, seconded by Meltzer, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

**Aye:** 4 - Jones, Lambrecht, Fenton and Meltzer

**Excused:** 1 - Heffernan

5. Public Hearing/Appearances

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](#)

Fenton moved, seconded by Meltzer, that the text amendments to Chapter 4

Buildings of the Municipal Code be recommended for approval. Roll Call.

Motion carried by the following vote:

**Aye:** 4 - Jones, Lambrecht, Fenton and Meltzer

**Excused:** 1 - Heffernan

[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](#)

**Fenton moved, seconded by Lambrecht, that the text amendments to Chapter 4 Buildings and Chapter 12 Nuisances of the Municipal Code be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Jones, Lambrecht, Fenton and Meltzer

**Excused:** 1 - Heffernan

## 7. Information Items

## 8. Adjournment

**Fenton moved, seconded by Meltzer, that the meeting be adjourned at 4:36 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Jones, Lambrecht, Fenton and Meltzer

**Excused:** 1 - Heffernan

**Department of Community Development Inspection Division**

**Permit Summary Count YTD Comparison**

01/01/25 Thru 07/31/25

Report Date: 8/5/2025

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
<b>BUILDING</b>				
	2024	661	172,686,563	353,830.96
	2025	716	100,633,358	274,649.75
		<b>8.32 %</b>	<b>-41.72 %</b>	<b>-22.38 %</b>
<b>DISPLAY SIGN</b>				
	2024	84	573,414	8,340.00
	2025	74	950,722	7,280.00
		<b>-11.90 %</b>	<b>65.80 %</b>	<b>-12.71 %</b>
<b>ELECTRICAL</b>				
	2024	705	11,724,888	91,094.19
	2025	575	14,821,525	152,396.72
		<b>-18.44 %</b>	<b>26.41 %</b>	<b>67.30 %</b>
<b>EROSION CNTL</b>				
	2024	17		2,600.00
	2025	9		1,150.00
		<b>-47.06 %</b>	<b>%</b>	<b>-55.77 %</b>
<b>HEATING</b>				
	2024	568	17,082,158	62,905.42
	2025	601	16,070,711	86,413.71
		<b>5.81 %</b>	<b>-5.92 %</b>	<b>37.37 %</b>
<b>PLAN REVIEW</b>				
	2024	46		14,655.00
	2025	31		9,111.00
		<b>-32.61 %</b>	<b>%</b>	<b>-37.83 %</b>
<b>PLUMBING</b>				
	2024	632	8,441,285	33,834.00
	2025	590	4,874,778	35,467.25
		<b>-6.65 %</b>	<b>-42.25 %</b>	<b>4.83 %</b>
<b>SEWER</b>				
	2024	403	2,330,148	25,482.00
	2025	258	2,197,987	25,930.00
		<b>-35.98 %</b>	<b>-5.67 %</b>	<b>1.76 %</b>
<b>WELL</b>				
	2024	5		200.00
	2025	10		480.00
		<b>100.00 %</b>	<b>%</b>	<b>140.00 %</b>

Department of Community Development Inspection Division

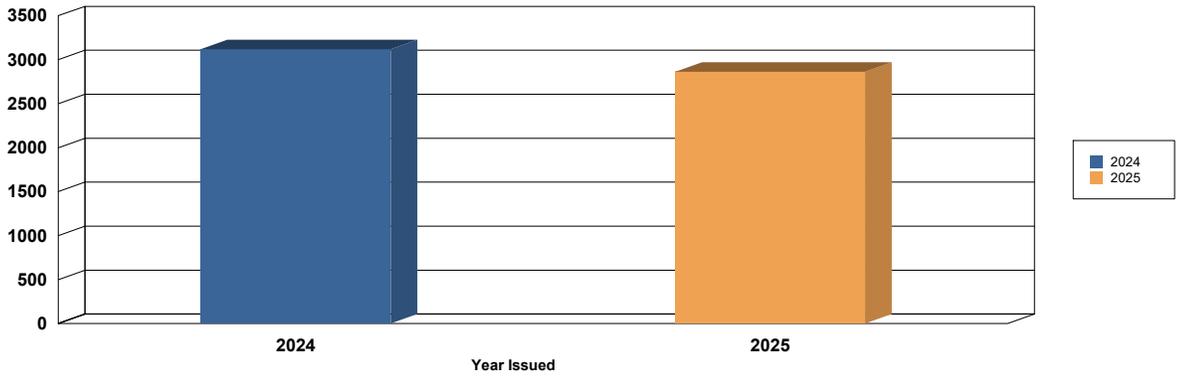
Permit Summary Count YTD Comparison

01/01/25 Thru 07/31/25

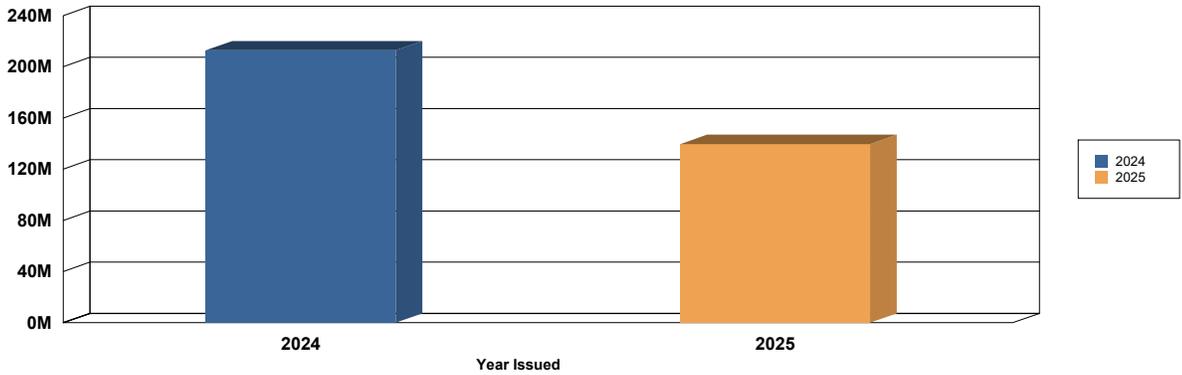
Report Date: 8/5/2025

	2024	2025
<b>Permits</b>	<b>3121</b>	<b>2864</b>
<b>Estimated Cost</b>	<b>212,838,456.00</b>	<b>139,549,081.00</b>
<b>Receipt Amount</b>	<b>592,941.57</b>	<b>592,878.43</b>

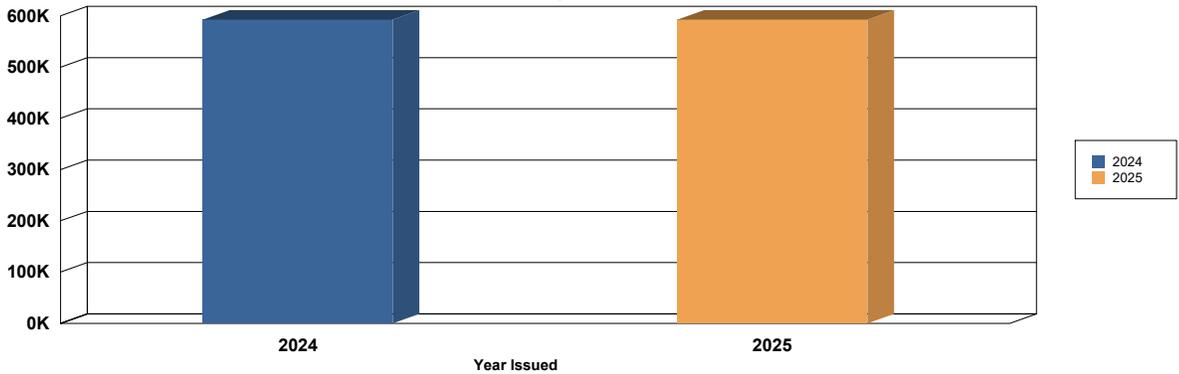
Number of Permits



Estimated Cost



Receipt Amount



# COMMUNITY DEVELOPMENT DEPARTMENT

## 2025 Mid-Year Report

All figures through June 30, 2025

### **Significant 2025 Events:**

#### **Planning**

1. Lead and coordinate the Comprehensive Plan Update and subarea planning in collaboration with SmithGroup.
2. Annexation of 168 acres for future residential development and 11 acres for future commercial development from the Town of Grand Chute.
3. Preliminary plat approval of Wilden Portfolio Park consisting of 263 acres on the Thrivent site. The plat consists of 14 lots for mixed-use, commercial, park and open space, and residential developments.
4. Preliminary plat approval of Mission Ridge North, with 72 acres consisting of 127 lots for residential development.
5. Preliminary plat approval of Glenmore Park, with 60 acres consisting of 141 lots for residential development.
6. During the second half of 2024 and first half of 2025, the site plan review team approved approximately 40 multi-family dwelling units, 427,000 square feet of industrial space, 294,000 square feet of office/commercial space, and 3,700 square feet of institutional space.
7. Zoning amendments to simplify the rezoning process, move private driveway regulations into the zoning code, and eliminate special use permits for alcohol sales/service (to remove redundancy in permitting).
8. In collaboration with Outagamie County, Town of Grand Chute, ECWRPC, and other agencies, created a vision document for West College Avenue, known as “A New Avenue” (Mall Drive to Richmond Street).

#### **Community & Economic Development**

9. Evaluated developer proposals and commenced negotiating a joint development agreement for the Valley Transit Mixed Use Development Project. Transferred land from ARA to Valley Transit in preparation to redesign the Transit Center.
10. Hosted InDevelopment Conference at the Thrivent Headquarters which brought attention to Thrivent's Master Plan and development opportunities within their plats.

11. Offered training opportunities for neighborhood organizations through the Neighbors in Action Workshop. This was funded by American Rescue Plan Act.
12. Infrastructure work for Southpoint Commerce Park expansion is complete, along with updated covenants to help market these lots for future development.
13. The 2024 Consolidated Annual Performance and Evaluation Report (CAPER) was prepared and submitted to the federal Housing and Urban Development Department (HUD).
14. Updated 2025-2029 Consolidated Plan for Community Development Block Grant Program. 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.
15. Staff continues to promote competitive grant funds available to registered neighborhoods through The Neighborhood Grant Program (TNGP). Applications are expected for projects in Historic Central Neighborhood (tree planting in Arbutus Park) and Lawrence-City Park Neighborhood (annual block party). The first cohort of neighborhood leaders participated in the Neighbors in Action Workshop project, supported through ARPA funding, during February to May 2025. This educational and leadership opportunity is expected to yield additional self-guided neighborhood group participation and generate additional neighborhood grant requests going forward.
16. At mid-year, the Homeowner Rehabilitation Loan Program solicited one round of applications and began initiation of construction projects. The program is projected to rehabilitate 20 owner-occupied housing units by year-end and invest nearly \$360,000 in home improvement loans.

### **Geographic Information System (GIS)**

17. Migrated deprecated GIS websites to latest supported software platforms.
18. Updated and published regional Fox Cities Trails map for use throughout the community.
19. Provided detailed service area analysis for current and future fire stations.

### **Assessing**

20. Successfully completed nearly 1,800 interior inspections above typical workload of sales, new construction, and permits. We are now on-track to attempt an inspection on every home in the city once in a ten year period.

### **Inspections**

21. Coordinated complexity of various commercial construction projects in and around City Center (Library Project, Fox Commons, US Venture/222 College Ave, Trout Museum of Art, various AASD projects).

**2025 Mid-Year Budget/Actual Comparison:**

**Community Development Budget/Actual Comparison**

*for the period ending June 30, 2025*

	Current YTD Actual	Current Year Amended Budget	% of Budget Expended
Administration	\$284,551	\$631,239	45.1%
Planning	\$123,468	\$307,358	40.2%
Marketing & Business Services	\$53,111	\$135,381	39.2%
New & Redevelopment Projects	\$56,520	\$109,049	51.8%
Assessing	\$259,948	\$551,595	47.1%
Inspections (Administration)	\$85,940	\$272,269	31.6%
Inspections	\$530,051	\$1,065,292	49.8%
Total:	\$1,393,589	\$3,072,183	45.4%

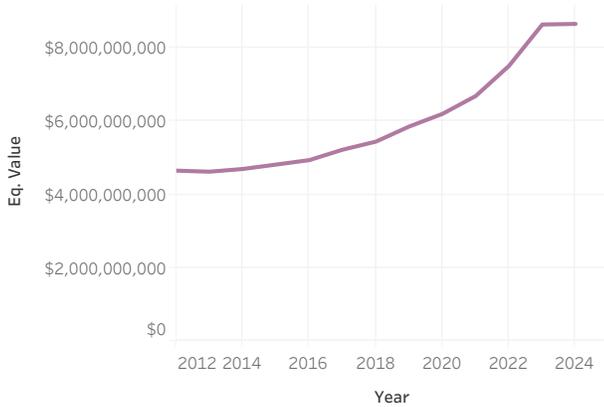
**Department Dashboards on the Following Pages:**

# Community Development

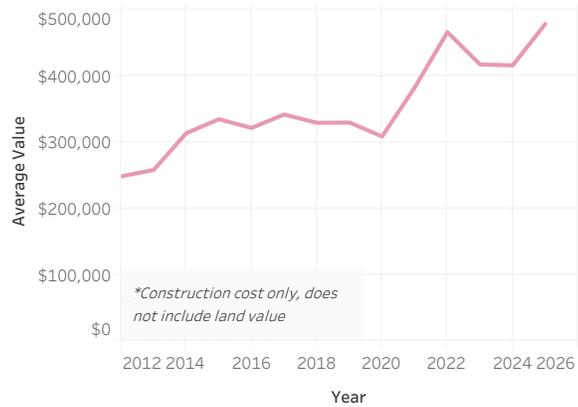
The Community Development Department proactively fosters a healthy economy and a strong, welcoming community. Throughout the year, we will continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development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

All 2025 values reflective through June 30, 2025.

## Equalized Value Growth



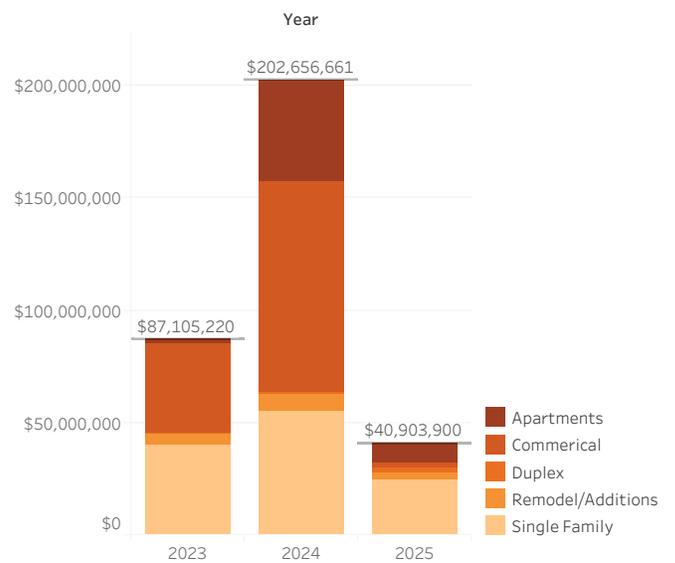
## Average Value of New Single Family Homes\*



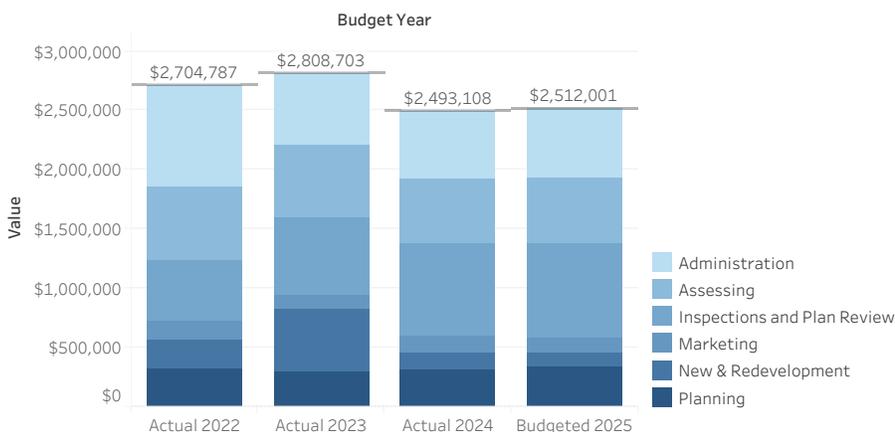
## City of Appleton New Housing Units



## City Permit Value

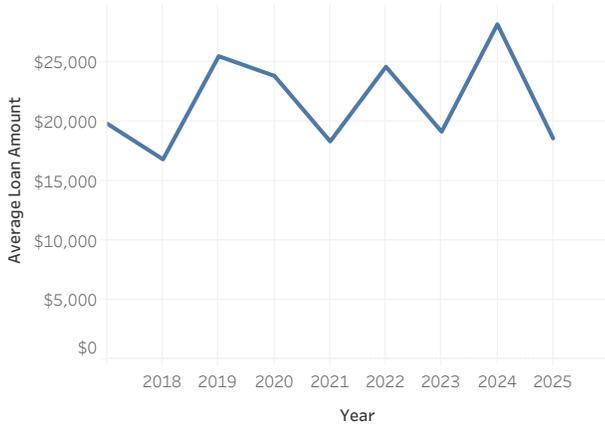


## Department Budget Summary

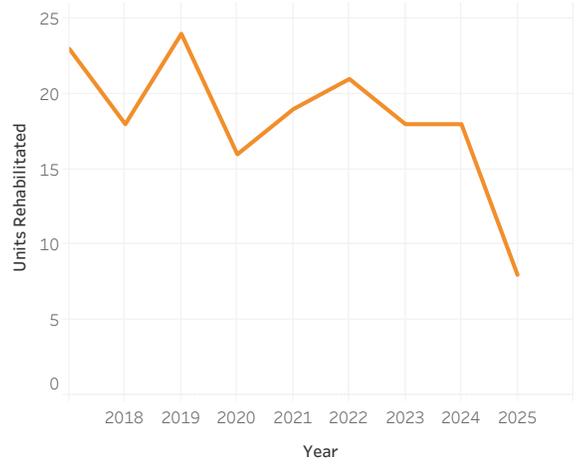


# Community Development Cont.

Homeowner Rehabilitation Loan Program - Average Loan Amount



Housing Units Rehabilitated



Year  
2012 to 2025

## Inspection Permits

