



# CITY OF APPLETON

## MEMORANDUM

**Date:** July 16, 2025  
**To:** Board of Building Inspection  
**From:** Kurt W. Craanen, Inspections Supervisor  
**Subject:** Variance Request to 4-141(a) of the Municipal Code - 3029 N. Ballard Road

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### GENERAL INFORMATION

The owner of 3029 N. Ballard Road is requesting a variance to allow a 120 sq. ft. shed to remain without a concrete slab. Section 4-141(a) of the Municipal Code requires that accessory buildings that are more than 100 sq. ft. are required to be on a concrete slab.

### BACKGROUND

On August 12, 2024, a complaint was called into the Inspections Division regarding a shed constructed without a permit at 3029 N. Ballard Road.

The owner of the property was contacted, and on August 20, 2024, the owner was issued a building permit for an 8' x 12' shed and an electrical permit for the wiring of the shed.

On August 22, 2024, inspections were conducted for the shed and the electrical wiring. Multiple electrical violations were noted. By December 23, 2024, most of the wiring had been removed.

Also, on August 22, 2024, the owner was told to install uplift straps. After a subsequent inspection on August 30, 2024, the owner was informed since the shed was over 100 sq. ft., a concrete slab is required.

On December 20, 2024, the owner was again told that the shed is over 100 sq. ft., and a concrete slab is required. The owner wanted to keep concrete pavers that are 12" x 18".

A Notice of Noncompliance was issued on December 23, 2024 to replace the concrete pavers with a full concrete slab.

The owner spent the winter out of state and stated he did not receive the initial notice. A second notice was sent to the owner on June 26, 2025, which also included the initial letter.

The owner stopped at City Hall on July 7, 2025 and applied for a variance because he did not accept the description (interpretation) of the Inspections Supervisor.

### RECOMMENDATION

Staff recommends the proposed variance request be denied.