



# CITY OF APPLETON

## MEMORANDUM

**Date:** February 25, 2026  
**To:** Community Development Committee  
**From:** Kurt Craanen, Inspections Supervisor  
Brian Jodarski, Plumbing Inspector  
Luke Vandenberg, Project Engineer, Public Works  
**Subject:** Request to Amend Ch. 4, Building Code, Related to Duplex Service Lines

---

A review of the City of Appleton Municipal Code determined that while the building code contains specific provisions for certain residential configurations, it does not clearly address water service and metering requirements for duplex (two-family) dwellings. This lack of specificity has led to ambiguity regarding service configuration, shut-off control, and plumbing separation when individual meters are requested.

The proposed ordinance amendment is intended to align City requirements with:

- **Public Service Commission of Wisconsin (PSC) water utility regulations**, which require utilities to be able to disconnect service to one customer without affecting another when customers are separately metered; and
- **Wisconsin State Plumbing Code requirements**, which prohibit cross-connections and require complete separation of private plumbing systems serving different dwelling units.

The ordinance amendment clarifies that when owners of duplex properties request individual meters for each dwelling unit:

- Premise plumbing and meter settings must be configured to allow independent disconnection of service to each customer;
- Each customer's water service must be directly connected to the utility's water main, with no downstream connections serving additional customers after the utility shut-off valve (curb stop); and
- Water distribution piping must be fully separated to eliminate any potential cross-connection between dwelling units.

These changes provide clearer guidance to property owners, contractors, and utility staff; improve consistency with state regulatory frameworks; and support safe, enforceable, and equitable utility operations.

Staff recommends approval of the ordinance amendment as drafted.